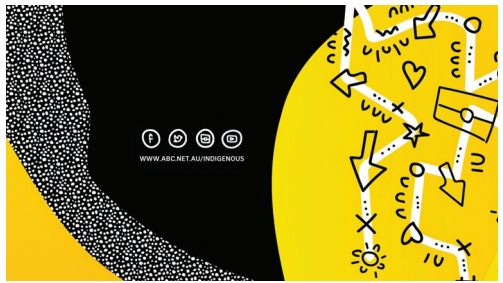




ABC Careers



HR Coordinator – Adelaide

Job no: 501270

Work type: Ongoing Full Time

Location: Adelaide - ALLL

Categories: HR/Peoplet

- **\$68k-75k + choice of 15.4% super**
- **Great opportunity to join an iconic Australian brand**
- **National focus, located in Adelaide**

This vacancy is open only to Aboriginal and Torres Strait Islander applicants, reflecting our commitment to the ABC's Reconciliation Action Plan, ABC Diversity and Inclusion Plan 2019 - 2022 and the Equal Employment Opportunity (Commonwealth Authorities) Act 1987.

About the Role

ABC People and Culture are seeking a HR Coordinator to be the first point of contact for support and advice in relation to HR policies, procedures, processes and systems. Reporting to the Local Manager Sydney.

you will:

- Coordinate responses to the HR central email address and phone number.
- Assist in maintaining HR content on the intranet.
- Assist in reviewing position descriptions and maintaining the position description database.
- Monitor and maintain the internal HR systems, ensuring the timely processing of requests, escalating or providing support as required.
- Assist the National Contracts Unit with employment audits and preparation of employment contracts and correspondence as required.

About You

You may be currently studying or just completed studies within Human Resources and are looking to start your career within HR. You will have demonstrated administrative and organisational skills, with developing knowledge of HR policies, procedures and practices.

You will also have:

- Good communication skills, both written and verbal.
- A willingness to provide assistance and support with a sense of urgency, including the ability to prioritise.
- The ability to handle sensitive matters and maintain confidentiality.
- Knowledge of and familiarity with computer based systems.

You will join an established team who will welcome and support you in getting up to speed understanding the ABC and feeling part of the People and Culture team. This is a great opportunity to join an iconic Australian brand.

For further details on the role and requirements, please refer to the full position description: [Download File 50039797 HR COORDINATOR.pdf](#)

We would love to see your work. Please submit material with your application online (include examples, links to websites or attach audio/video files up to 5MB).

For further information on this position please contact Monica Vagg Head People Services on 02 8333 2363.

We respectfully request that Recruitment Agencies do not submit applications for this position.

For more information on inclusive employee networks within the ABC please refer to ABC LinkedIn and Life Page

Applications close: 25 Feb 2021 11:55 PM Cen. Australia Daylight Time

**ABC
ON-LINE**