

Human Resources Support Officer

A vacancy exists for a full time Human Resources Support Officer in the Human Resources department located at head office in Kew.

This position is responsible for supporting the Human Resources team in their day-to-day activities including:

- contract administration
- processing new hires and terminations
- maintaining data in **mecu's** payroll system
- scanning and filing
- travel and accommodation booking
- recruitment support
- HR reporting
- data entry and checking and
- responding to queries from staff

The successful candidate will have:

- Strong administration skills.
- High level of attention to detail and the ability to prioritise work to achieve outcomes.
- Strong team and work ethic, flexibility and a desire to improve processes.
- Excellent written and verbal communication skills coupled with solid MS Word and Excel experience

Previous work experience in a human resources department will be a distinct advantage.

A salary package up to \$52,000 including 11% Superannuation, dependant on experience, is available to the successful candidate.

To apply, send a letter of application and resume to:

Email: hrjobs@mecu.com.au

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