



## **Human Resources Management Assistant Coordinator/Coordinator** **37.5 hours/week**

CASS Care Ltd is a multi-disciplined community services provider, with “CASS”, as our brand name, which is commonly known in the community. We are active in the provision of a comprehensive range of social welfare services, catering the needs from cradle to seniors, including residential aged care, home ageing, settlement and health, vocational and training, disability services, child care and many more community-based services. We are seeking an enthusiastic and highly skilled talent to fill the above position in our organization.

### **Position Summary:**

This position will be responsible for delivering efficient and effective HR services to our employees.

### **Main Duties and Responsibilities:**

- Coordinate and manage recruitment activities in a timely and efficient manner;
- Coordinate employee on-boarding and exiting procedures;
- Assist to provide advice to employees on interpretation of employment related legislations;
- Organise staff meetings, training and activities; and
- Participate in implementation of HR projects.

### **Selection Criteria:**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Tertiary qualifications in Human Resources Management or related discipline, fresh graduates are welcome to apply;</li><li>• Excellent command of spoken and written English;</li><li>• Ability to speak another community language, e.g. Mandarin / Cantonese / Korean / Vietnamese/ Indonesian;</li><li>• Proven ability of attention to details and high level of accuracy;</li><li>• Demonstrated excellent interpersonal skills with the ability to build and maintain strong working relationships with key stakeholders;</li><li>• Ability to work independently and as a member of a team;</li><li>• Current National Police Check; and</li><li>• At least two doses of COVID-19 Vaccination.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of NES and other employment-related legislations.</li></ul>

Salary and employment conditions for the above position is as per Enterprise Agreement. Salary packaging is available. Discount child care fees are available for CASS’s long day care, before and after school, and vacation care services.

### **How to Apply:**

Applications in writing providing detailed resume, responses to the above requirements are to be forwarded to Ms. Vickie Xu, Executive Officer/Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to [recruitment@cass.org.au](mailto:recruitment@cass.org.au). Applications close at **5:00pm, 20 May 2024**.

For enquiries on the position, please call Ms. Vickie Xu on (02) 9789 4587 ext.1115.

Only shortlisted applicants for interview will be notified.