



Human Resources Management Assistant Coordinator/Coordinator

37.5 hours/week, 5 days

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, disability, settlement and health, employment and training, child care and many more community-based services. We are seeking an enthusiastic and highly skilled talent to fill the above position in our organisation.

Position Summary:

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

Main Duties and Responsibilities:

- Manage end-to-end recruitment, supporting the employee lifecycle in a timely and efficient manner;
- Assist to provide advice to employees on the interpretation of employment-related legislations;
- Organise staff training and activities; and
- Contribute to the delivery and implementation of HR projects and ad hoc tasks.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none">• Tertiary qualifications in Human Resources Management or related disciplines;• Minimum 1 year of experience in HR operations or generalist support;• Excellent command of spoken and written English;• Ability to speak another community language, e.g. Mandarin / Cantonese / Korean / Vietnamese / Indonesian;• Proven ability of attention to detail and a high level of accuracy;• Demonstrated excellent interpersonal skills with the ability to build and maintain strong working relationships with key stakeholders;• Ability to work independently and as a member of a team; and• Current National Police Check.	<ul style="list-style-type: none">• Experience with using HRIS platforms, ichris preferred; and• Knowledge of NES and other employment-related legislations.

Salary and employment conditions for the above position are 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, Senior Executive Officer/Operations Support, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to recruitment@cass.org.au. Applications close at **5:00pm, 19 June 2026**.

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

Only shortlisted applicants for interview will be notified.

