



Position Title: WHS / HR ADMINISTRATION ASSISTANT

Main Purpose of the Role:

The role exists to support the WHS Manager and HR Manager in the efficient and effective management of the departments' administrative functions. The role is responsible to the WHS Manager and HR Manager, and liaises with other departments and staff.

The role will include, but is not limited to, providing administrative support to the WHS and HR Managers, document management, recruitment and candidate management, training organisation, file and database maintenance, monthly reporting, and general office administration duties.

Selection Criteria:

Qualifications, Experience and Knowledge:

- 5-10 years experience in an administrative role
- High level of computer literacy using Microsoft Office Suite 2007
- Experience in WHS and/or HR (highly desirable)
- Experience in the Construction industry (highly desirable)

Personal Attributes:

- Data entry experience and the ability to maintain a strong attention to detail;
- Sound oral and written communication skills including a professional telephone manner;
- The ability to deal with people at all levels and manage difficult customers when required;
- The ability to manage time effectively, meet deadlines and stay calm and organised while working under pressure;
- The ability to show initiative and solve problems;
- A strong work ethic and a positive, customer focused and flexible approach;
- Self motivation and have the ability to work unsupervised.