



Human Resources Assistant

- ***Permanent Part-Time***
- ***18-20 hours per week***
- ***Frenchs Forest location***

House With No Steps (HWNS) is one of the leading providers of Community Services and Business Enterprises for people with disabilities throughout NSW, ACT and QLD.

An opportunity has become available for an enthusiastic individual to join the People, Learning and Culture (PLC) team in the role of Human Resources Assistant.

Working within a diverse team, the Human Resources Assistant will carry out a wide range of administrative functions and activities associated with recruitment and selection, remuneration and learning and development and will support initiatives in relation to the growth and development of staff.

We would like to hear from you if you have:

Essential:

- The aspiration to work in a Human Resources role which provides career progression.
- Knowledge of and/or experience in administration systems
- Ability to use initiative and be proactive.
- Excellent interpersonal skills.
- Excellent written and verbal communication skills.
- Sound organisational and time management skills.
- Computer literacy including competency in the Microsoft Office suite of products.
- Current Drivers Licence.

Desirable:

- Currently studying or have qualifications in Human Resources Management.
- Experience working in a human services organisation.
- Understanding of the needs of people with disabilities.

This is a permanent part-time role. The days and times are flexible and may suit school hours. Excellent salary packaging options will be available to the successful candidate.

Please submit your resume and covering letter addressing the selection criteria to employment@hwns.com.au

For specific enquiries, please contact Natalie Rose on (02) 9451 1511.

APPLICATIONS CLOSE: 6th August 2010

LIVING – WORKING – CONNECTING – LEARNING

Only Australian citizens, permanent residents or those with working rights in Australia are eligible to apply. HWNS is an EEO employer. This position is subject to appropriate probity checks including a Federal Criminal History Check.