



JOB DESCRIPTION

JOB TITLE: **HR Assistant**

Cultural Infusion is a social enterprise that works with schools, youth, and the arts to promote cultural harmony for a more cohesive and richer society. Cultural Infusion believes that as people who live in a diverse society, in a globalised world, the ability to move between and respect cultures is an invaluable asset.

Cultural Infusion encourages multi-cultural environment indeed which has individuals working who came from different countries all over the world.

BASIC FUNCTION:

- The HR volunteer provides quality HR compliance and administrative support to The HR Team clients and teammates.
- Volunteers are responsible for maintaining satisfied Staff by delivering assistance and administrative support to HR generalists and consultants on various projects.
- He or she will gain a better understanding of the role that Human Resources can play in a non-profit setting, and be better prepared to work in the arena of human resources and the non-profit sector.

DUTIES AND RESPONSIBILITIES:

- Analyze the skills and qualities required for each particular job and develop job descriptions.
- Advertise staff vacancies, assess applications and Interview applicants.
- Use a number of management information systems to record, maintain, plan and manage the organization's human resources.
- Co-ordinate all recruitment activities and induction process for new starters.
- Be accessible and respond to staff/manager enquiries in a timely manner.
- Take part in strategic management.
- Assist in end to end recruitment.
- Record all resumes and personnel documents in HR electronic files.



- File physical HR records in HR filing cabinet.
- Liaise with recruitment agencies.
- Scan and email HR documents.
- Phone screen applicants.
- Complete appropriate paperwork for new and existing employees.
- Detail oriented Proficient in Word, Excel, PowerPoint, and e-mail.
- May be responsible for making meeting and travel arrangements for applicants.
- Answer telephone enquiries from Applicants, attend to visitors and assist other staff in the organisation with their enquiries.
- Operate a range of office machines such as photocopiers, computers and faxes.
- Forward incoming general e-mails to the appropriate staff member.
- Update and ensure the accuracy of the organization's databases.
- Data Entry and general Administration tasks.
- Any extra duties the HR Assistant requires.

KEY SELECTION CRITERIA:

- Good planning, organizational, analytical and decision-making skills.
- Good oral and written communication skills.
- Confidentiality, tact and discretion when dealing with people.
- Personable, able to comfortably and pleasantly deal with a variety of people.
- Ability to effectively learn and acquire new knowledge and skills.
- Ability to share knowledge and work in a strong team oriented environment.
- Ability to be self-motivated and work independently.

Can you please send your CVs to recruitment@culturalinfusion.org.au