



HR Administration and Payroll Coordinator Full time, Parental Leave replacement

An exciting opportunity for a highly efficient Human Resources administrator to join the People and Culture team at CBM Australia.

About us

CBM Australia is Australia's only International Development organisation focussed on improving the quality of life of people with disabilities in the poorest countries. As a global leader in inclusive development, CBM partners with local organisations to build and promote an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential. It does this because it is a Christian organisation committed to ending the cycle of poverty and disability. It does this through field programs, inclusive development advisory, social justice advocacy and fundraising. CBM Australia is key member of the CBM Global network.

About the role

Reporting to the Director of People and Culture this role provides high quality and efficient administration to the People & Culture team with a focus on team support, payroll and coordination of facilities maintenance.

Key priorities of the role are as follows:

- Coordinate and respond to employee queries regarding payroll and leave
- Maintain employee records, including new employees, departures and updates on HRIS
- Develop employee correspondence reflecting status changes, salary reviews and termination
- Support the on boarding and induction of new employees
- Administer the roll out of eLearning modules and provide completion reports
- Coordinate property and garden maintenance
- Organise and monitor contractors and OH&S compliance
- Process monthly payroll and provide payroll and leave liability reconciliations
- Provide new employees with induction to payroll and salary packaging
- Systems development and maintenance

About you

The successful candidate will bring the following:

- Three years' experience in HR administration and payroll
- Ability to manage multiple stakeholders with a customer service focus
- High attention to detail and accuracy with superior organisational skills
- Outstanding team-based work ethic with the ability to work autonomously
- Strong computer literacy with HRIS and payroll systems experience
- Ability to operate with discretion and confidentiality
- Outstanding communication and written skills
- A solution focused approach to work with a 'can do' attitude, demonstrating initiative
- Ideally demonstrated application of skills in a similar context (NFP/NGO)
- Commitment to and ability to demonstrate and display CBM Australia's values and behaviours
- A willingness to contribute to the growth and development of CBM Australia and its work

Apply

CBM Australia offers competitive salary packaging, flexible working conditions and professional development opportunities.

If you would like to join our organisation please [Click Here](#) and include a cover letter outlining how you align to our values along with your relevant experience. For further information a full Position Description can be obtained from our website www.cbm.org.au. Applications close 16th August 2020.

Background checks

CBM Australia is committed to workplace equity and diversity and encourages applications from Australian Residents with diverse cultural backgrounds and people with a disability. CBM Australia is committed to the safety and best interest of all children accessing CBM supported services, programs and workplace. Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.