

## Administration & HR Officer

- **Permanent part time position (3 days per week with flexible working hours)**
- **Competitive salary commensurate with experience**
- **Bonus opportunities**
- **Melbourne based with free on-site parking, located just off Monash Freeway**

Australian Environmental Auditors Pty Ltd (AEA) is seeking an experienced, dynamic and energetic Administration & HR Officer for a part-time position (flexible working hours) in our Melbourne office. This exciting new role requires the provision of both administrative (60%) and human resource (40%) activities.

### **Key responsibilities include, but are not limited to:**

#### *Administrative:*

- performing reception duties including answering calls, welcoming guests, managing incoming/outgoing deliveries and other areas as required
- assisting in daily operations and housekeeping of the office
- completing administration reviews of reports and project related documents
- providing administrative support to the auditors and management team

#### *Human Resources:*

- issuing and maintaining accurate employment contracts
- providing administrative support for internal movements, promotions, remuneration and benefits, terminations and other areas as required
- ensuring team member records are up to date and accurate
- supporting the annual performance review process
- providing generalist and proactive HR support to all team members

### **The successful candidate will:**

- have a minimum 5 years' experience in administration and/or HR
- have tertiary qualifications in administration and/or HR
- have advanced skills in MS Office (primarily Word, Excel & Outlook)
- be an Australian citizen or possess relevant visas to live/work in Australia
- have excellent written and verbal communication
- possess strong attention to detail and excellent time management, prioritisation and organisation skills
- possess excellent interpersonal skills, including the ability to communicate with people at all levels, strong teamwork and collaboration skills
- demonstrate ability and confidence in relating with clients
- have a proactive approach to work, with the ability to work autonomously

### **About AEA**

AEA is a leading, employee-owned, nationwide environmental organisation specialising in contaminated land auditing, landfill auditing and expert advisory services. We are advantaged to have seven regulatory accredited/appointed auditors and an in-house team of technical audit specialists. We conduct expert services in all states and territories with our experienced professionals having been involved in hundreds of audits throughout the country.

AEA offers team members:



- a competitive salary package commensurate with experience;
- opportunities for quarterly bonuses;
- access to ongoing training and career development opportunities;
- potential flexible work conditions; and,
- the opportunity to contribute in a diverse and rewarding environment.

Please send applications, including a cover letter and CV, to [careers@envaud.com.au](mailto:careers@envaud.com.au).

**Applications close Monday, 24<sup>th</sup> February 2020.**