



PANTHERS GROUP

HR Administration Assistant 12 month* Maternity Relief Position

Panthers Group is one of Australia's leading entertainment and leisure providers with 6 Clubs across NSW and ownership of the Panthers NRL Rugby League Club. We are a proud community organisation and are well regarded for providing a pleasurable and entertaining experience for our members, their guests and visitors. We currently have an amazing opportunity for an entry-level HR Generalist to join our highly dedicated team on a temporary maternity relief contract.

Being in the hospitality industry, our workforce is varied and you will find yourself working with employees from a variety of backgrounds and professions. Based at our corporate office located in Penrith, this role reports directly to our Human Resources Manager. You will be responsible for assisting our HR team with all administration functions typically involved in a HR department and will be able to contribute to and develop in all areas of HR.

As the HR administration assistant, you will strive to ensure our department remains up to date with all administration tasks and will be responsible for:

- Data entry of all HR paperwork including but not limited to new employee paperwork, inductions forms, performance reviews, position statements, service anniversaries, employee counselling's etc.;
- Assisting in the drafting and posting of recruitment advertisements (internally and externally)
- Phone screening, reference checking and organising relevant behavioural-based interview questions;
- Conducting interviews with leaders as required;
- Issuing new employment contracts and letters of offer;
- Ensuring that all relevant employee information required for the employee to commence employment is checked and verified and;
- General administration and HR duties as required to assist the HR team.

To be considered for this role, you will also have:

- Completed tertiary qualifications in HR (or near completion);
- Previous experience in either a HR or recruitment based role (ideal but not essential);
- At least 5 years previous experience working in a team environment ideally in a supervisory or managerial position within the hospitality or retail industry;
- Ability to plan and organise processes and tasks to ensure work is completed efficiently and in a timely manner;
- Analytical problem solving skills and the ability to juggle multiple tasks and projects;
- Fantastic communication skills and the ability to relate to all stakeholders of the business;
- Excellent written and verbal communication skills;
- Intermediate computer skills and thorough administration practices and;
- A good understanding of the Fair Work Act and ability to comprehend and adhere to industrial instruments.

If you believe you have the skills, experience and most of all PASSION to excel in this position, please apply today!

Want to Apply?

Please send your Cover Letter and Resume.to: -

employment@panthers.com.au