Human Resources

Details



Skills

Employee engagement
Recruiting and retention
Adaptability
Policies and Procedures
Hr Administration
Workforce improvements
Training and Development

Education

October 2021 - present **BBA in Accounting and Finance**

Experienced and self-motivated Human Resources assistant/coordinator with 4 years of industry experience administering policies and procedures in the Human Resources Department of several fast-moving companies. Adept in implementing programs and changes that enhance company position and lead to success. Knowledgeable about employment law and effective organisational planning. Bringing forth a proven track record of successfully managing Human Resource efforts and serving as a crucial pillar of support for HR teams and employees.

Experience

Human resources Coordinator at Law Marketing Solutions Pty Ltd (Remote)

July 2021 – October 2022

- Partnered with senior HR, recruiters, and senior leaders to plan and execute diversity recruiting initiatives, redefined talent acquisition processes, and supported efforts to build inclusive work cultures and drive organisational development
- Maintained secure and accurate records of staff-related data such as payroll, turnover rates, and leaves in the database to ensure all employment requirements were met.
- Maintained employee files, managed and updated HR documents and planned events.
- Managed interview scheduling for the in-house recruiting team
- Performed reference checks for candidates during the final interview stage.
- Created, posted, and removed job ads in a timely manner on both external and internal job board sites as needed.
- Maintained comprehensive and accurate reports on various activities such as employee training and career progression.

Human Resources Assistant at Sovereign Lawyers - Freelance

December 2017 - May 2021

- Supported the recruitment process via sourcing candidates, running reference checks, issuing employment contracts.
- Maintained extremely well-organised records and handled all HR

- matters with confidentiality and the application of company standards.
- Assisted Senior HR members with various tasks daily.
- Served as the main point of contact for the HR department.
- Reported important events and incidences to senior HR members.
- Recorded and reported employee issues, and brought them to Senior HR members when necessary.
- Collaborated with the head of HR to meet and exceed all initiatives.

Human Resources Assistant at Fighting Chance Australia

April 2020 - May 2021

- Coordinated with the HR manager and human resources department to identify quality improvements to enhance the employee experience, including refining the onboarding process and refining communication protocols for staff issues
- Effectively utilised Human Resources Information Systems.
- Created and maintained files in accordance with HR protocol.
- Reported important events and incidences to senior HR members and helped to manage Human Resources concerns and department workflow.
- Continually revisited company policies and regulations and made changes when appropriate.
- Developed and implemented company policies and codes that supported long-term and short-term goals.
- Properly screened candidates by reviewing resumes, and applications, and performing thorough screenings.
- Managed sourcing, screening, interviewing and placing of candidates.
- Always Brought forth a compassionate and helpful attitude.

Project Coordinator at Castlereagh Group Industries

July 2019 – October 2019

- Worked closely with project managers and engineers to ensure project needs were fulfilled and budgets were honoured.
- Created, Managed and analysed construction environmental plans, WHS/OHS plans,
- Traffic control plans, Geo-technical reports, Design Drawings, permits and filled-out tender documentation.
- Liaised with project developers, Managers and Public work advisers to keep the project in check.
- Attended site meetings and tender jobs
- Dealt with insurance matters and policies in accordance to the project
- Solved multiple issues in regards to faults in documentation, onsite matters and general questions.
- Management of first aid supplies and injuries onsite with the OHS/WHS

policies.

Administrator at Jigsaw Australia

Feb 2019 - July 2019

Replaced operations coordinator position with exact duties but with different title

- Coordinated administration associated with recruitment, on-boarding, orientation, rostering, employee hours, payroll and budget needs
- Accounted for Jigsaw's National disability insurance scheme (NDIS) services and the associated administration
- Managed and solved issues associated with NDIS
- Coordinated NDIS review communications with families
- Managed calendar for multiple staff members.
- Provided strategic administrative and development support.
- Known as the "go-to person" for all departments including Quality Control, Accounting, and Management.

