

HR Administrator & Lifestyle Coordinator – Lizard Island Resort

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Company: DELAWARE NORTH

Location: Australia

Category: business-and-financial-operations

Delaware North's **Lizard Island Resort** is currently seeking an experienced **HR Administrator & Lifestyle Coordinator** to help our team drive positive change and support our leaders. If you have a strong background in HR administration, excellent organisational skills, and a knack for problem-solving, this could be the perfect opportunity for you

The Opportunity

As part of the Human Resources team, you'll support shaping the employee experience and fostering an engaged culture. The day-to-day responsibilities will include:

Support the employee lifecycle, from induction through to exits, including preparation of HR documents.

Ownership of employee wellbeing activities.

Administer and oversee staff accommodation and movement.

Maintain accurate and up-to-date employee records, ensuring compliance with relevant laws and regulations.

Assist in the administration of policies, procedures, and programs.

Coordinate training sessions and development programs to enhance employee skills and knowledge.

Maintain accurate HR and safety records, generate reports, and utilise systems to streamline processes.

Support HR and safety projects and initiatives that will contribute to building a high-performance culture.

Provide comprehensive support to HR Team.

The Ideal Candidate:

Required

Seasoned HR administrator

A strong interest in fitness, wellbeing and outdoor recreation.

Strong computer abilities, particularly in Microsoft Office Suite.

Intermediate level in Excel including the use of Formulas (V-LookUp/XLookUP), Pivot Tables, Pivot Charts.

Exceptional interpersonal, written, and verbal communication skills.

Solid grasp of the employee lifecycle.

Desirable

Experience preparing, analysing and interpreting data.

Familiarity with PowerBI.

Background in delivering induction sessions.

Experience in supporting projects.

Diploma or Degree in Human Resources Management, (or other Business stream).

Experience in creating health and lifestyle employee programs

Committed to ongoing improvement and open to challenging the status quo.

If you're driven to learn and grow, this is for you! We are committed to both understanding and nurturing your HR career. Other perks will include:

Competitive salary package

Career progression for the right person

Discounts across the resort and other Delaware North Venues

This opportunity is not to be missed, apply now. Employment is subject to a satisfactory National Criminal Record Check.

Applications close 10-05-2024

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