

KARRATHA *is* CALLING

People & Culture Support Officer

Base Salary: \$89,849 to \$96,034 per annum plus 13% super

We're seeking a proactive and highly organised People & Culture Support Officer to support the day-to-day operations of our People & Culture team. In this varied role, you'll assist with recruitment, employee administration, training coordination, payroll support, and people-related processes while delivering excellent customer service to employees across the organisation.

This is a great opportunity for someone looking to grow their career in Human Resources within a supportive and collaborative team.

What You'll Be Doing:

- Delivering responsive and professional customer service to employees and stakeholders
- Supporting end-to-end recruitment administration, including interview coordination, reference checks and candidate communications.
- Preparing employment documentation and maintaining accurate employee records and filing systems.
- Assisting with employee movements and termination processes.
- Coordinating training requests, course bookings and training compliance records.
- Providing general People & Culture support, WHS administration and process improvements.

What We're Looking For:

- Experience in a Human Resources, People & Culture, or recruitment support role, with a strong understanding of people administration processes.
- Experience using HRIS, recruitment, payroll or employee management systems, with the ability to learn new systems quickly.
- The ability to work autonomously, manage competing priorities and demonstrate sound judgement when supporting stakeholders.
- A self-motivated and proactive approach, with the confidence to take initiative and identify opportunities to improve processes.
- Excellent communication, organisational and customer service skills, with high attention to detail and confidentiality.

Why Join Us?

- 6 weeks annual leave and 13% superannuation
- Allowances of up to \$26,188 per annum
- Enjoy your own Free individual membership to our recreation centres and pool facilities, and access \$500 of Salary Sacrifice arrangements
- Up to \$3,000 per year for approved study relevant to your role
- Employee Assistance Program (EAP) for confidential wellbeing support

For enquiries about this position, please contact our People & Culture team on (08) 9186 8543.