

HR Coordinator

- Located on Brisbane Southside
- Excellent team environment
- Diverse role

Our company specialises in providing School, Urban, Long Distance and Charter bus services in the South East, West, & Northern regions of Queensland, as well as Melbourne and Country Victoria. We are currently seeking a HR Coordinator to join our Head Office team. You will work alongside talented and motivated people who value your input and inspire you to think outside the box.

Culture is critical in the success of our business. We entrust our people, we are respectful and supportive. We lead to inspire each other to enjoy their work and impart that enjoyment onto our customers.

Reporting to the National HR Manager the role will provide generalist HR support across the group, ensuring compliance with our HR processes, contractual obligations and legislative requirements. The position also provides guidance and support to training and recruitment officers and L&D systems and processes. The successful candidate may be required to travel.

Primary duties and responsibilities include:

- Support the National HR Manager and senior management team in the development and implementation of generalist HR strategies, policies and procedures.
- Provide timely assistance and advice to senior managers and staff, in interpreting and implementing change management, HR planning, performance management and organisational development.
- Ensure consistency in the effective induction and training of staff, including accurate completion of HR and Payroll documentation.
- Ensure that effective and confidential record keeping and personnel data management systems are complied with.
- Monitor recruitment and training delivery performance, make recommendations on strategies/projects to address deficiencies and/or improve quality, delivery and outcomes.

To be successful candidates will need to demonstrate:

- Professional qualifications in relevant discipline with emphasis on people management and/or substantial relevant experience.
- Practical Human Resources experience, leadership and operational skills.
- Strong commitment to customer service values.
- Capacity to influence the human capital drivers of the business.
- Ability to exercise sound judgement with a highly effective leadership style.
- Excellent interpersonal and communication skills.
- Intermediate skills - Microsoft Office suite – LMS experience preferred.

If you are a suitably skilled individual looking for a new challenge and a drive to succeed in a busy and rewarding environment then please submit your resume and cover letter addressing the selection criteria to jobs@busqld.com.au