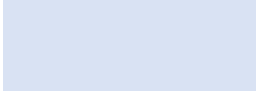


Applications are invited from appropriately qualified and experienced candidates for the position of Assistant to Human Resources and Payroll. The successful applicant will have a demonstrated knowledge of payroll and HR functions and compliance, with strong administration and communication skills. An ability to maintain confidentiality and meet deadlines with a high level of accuracy is a must for this role.

This is a part time position during Term time and is to commence as soon as possible.





Location

**Benefits:**

- < Staff device and tech support
- < Professional Development tailored to your career stage
- < Employee Assistance Program (EAP)
- < Salary Packaging
- < Annual Flu vaccinations free and on-site
- < Annual renewal of First Aide free and on-site