



HR Coordinator

The Vintage offers many luxury comforts to provide our clients with a relaxed aspect and a memorable experience; essentially as time stands still so that they can enjoy all we have to offer. **The Vintage** is the spectacular setting for our award winning golf course (designed by Greg Norman) and the internationally acclaimed hotel, Chateau Elan at The Vintage which has been awarded Gold in the Luxury Accommodation category in the NSW Tourism Awards; is one of Australia's largest day spas and offers 100 luxurious suites and villas .

We offer our clients beautiful Spa facilities, high tea in the Café or the opportunity to indulge in some fine wines and cuisine in our Legends Restaurant at The Vintage. Our team members are here to ensure our clients stay does not only meet their expectations, but exceeds them.

Why not take a walk through our website, www.thevintage.com.au and www.chateauelan.com.au for an overall view of resort and spa offerings?!

We have an exciting opportunity available for a professional, proactive and positive HR coordinator. This role will report directly to the HR Manager, and is a rare opportunity to work within the luxury accommodation and hospitality sectors, whilst providing you with the opportunity to hone in on your expertise in Human Resources.

Successful applicants must possess the following skills and attributes:

- Relevant qualification or experience in Human Resources
- Minimum of five years of experience within a similar role is essential
- Experience processing payroll would be an advantage
- Effective organisational skills and ability to deal with priorities and deadlines
- Proven ability to provide quality work for various departments in a supporting role
- Understanding and interpreting Awards and Enterprise Agreements
- Experience with back of house Time Management system (Riteq) would be an advantage
- High level of communication and negotiation skills, eye for detail; both verbally and written
- The ability to work as a valued team member
- Exceptional personal presentation standards
- Ability to work pro-actively under pressure
- Valid NSW driver's license, as well as own transport
- Current National police check

Responsibilities:

- Maintain Employee records and Mandatory competencies according to policies, and legal requirements
- Support the implementation of HR initiatives and systems
- Be actively involved in recruitment by preparing job descriptions, posting ads and be directly involved the hiring
- Coordinate and conduct induction programs for new employees, in consultation with line managers
- Prepare new employee files
- Back up and holiday relief processing end to end payroll
- Provide HR support to employees as required
- Serving as the point of contact person for all new employee questions

This role will certainly appeal to individuals with a strong work ethic who enjoy a challenge and thrive on variety.

Please submit your application, including a **current CV** (including references) and a **covering letter** on how you meet the position requirements, without delay to the Human Resources Manager.

We appreciate the time you have taken to apply for this role, along with the effort that goes into submitting an application, however only those applicants successful in gaining an interview will be contacted. Thank you for your understanding with this decision.

***** NO AGENCIES PLEASE *****