



People & Culture Administrative Trainee Full Time – Ouyen

MTHCS are currently seeking a driven individual to undertake a traineeship as a People & Culture Administration Assistant. This role will see you supporting the People & Culture team to create positive employee experiences with smooth HR transitions and compliance. Across 12 months you will be involved in the end-to-end HR processes, ensuring that all administration and systems are efficient and to a high standard, whilst studying towards a **Certificate IV in Human Resource Management**.

KEY SELECTION CRITERIA:

Essential:

- Capacity to commit and complete required study for Certificate IV in Human Resources from a recognised training organisation, or recognised equivalent.
- Ability to organise personal work priorities and manage time effectively.
- Reliable and enthusiastic with good customer service skills.
- Effective verbal & written communication skills
- Positive working behaviour with all staff in the workplace.
- Customer focused and culturally sensitive in all interactions.
- Good computer literacy skills
- Current Victorian Driver's Licence & Police Check

Desirable:

- Previous employment or experience with clerical work
- General knowledge of business applications software

For more information about the position please contact Casey Crothers, People & Culture Advisor on 5092 1111.

Applications received earlier than the closing date may be assessed, interviewed and offered employment prior to the closing date. This is a two year fixed term position.

Closing Date: COB Monday 16th August, 2021.

To apply please forward current resume with covering letter addressing the key selection criteria to:

People and Culture
PO Box 130 OUYEN

Or alternatively an application can be emailed to payroll@methcs.vic.gov.au