

Human Resources Officer

Tenure: Full Time / Fixed Term (Maternity Leave)

Location: Echuca

On offer is a unique opportunity for a Human Resources Officer seeking to develop their knowledge of HR under the guidance of the Human Resource Manager and a multi-functional team. The successful candidate will have a “can do” attitude with an ability to perform tasks with efficiency and accuracy.

To be successful for this role you will require:

- Degree or diploma in Human Resources, or lesser formal qualification with relevant experience
- Previous administrative/human resources assistant experience
- Strong organisational skills including high levels of attention to detail
- Previous experience handling sensitive information and maintaining confidentiality
- Ability to use initiative to identify and resolve problems in a timely manner

This is a Band 5 role in accordance with the Shire of Campaspe Enterprise Agreement 2016. For more information, please contact Suzanne Thomas, Human Resource Manager on (03) 5481 2883.

A copy of the position description can be obtained by visiting council's website at www.campaspe.vic.gov.au

Applications close: Midnight, 31 March 2019

To apply: Please email your cover letter, key selection criteria responses, resume and copy of qualifications/licences to employment@campaspe.vic.gov.au or send to:

Confidential – Human Resources Department
Campaspe Shire Council
PO Box 35
Echuca VIC 3564