

ADVERT – Payroll, HR & WHS Coordinator

THE OPPORTUNITY

- Dynamic team environment
- Exciting and diverse projects
- Permanent part time role (20-25hrs/wk)

If you are highly efficient, experienced in Payroll and HR Administration ... this is the role for you!

This is a role for an experienced part-time Payroll and HR Coordinator, responsible for the end to end fortnightly payroll for 75 people, assisting with all onboarding, review and offboarding HR tasks and annual WHS requirements.

The role will work under the direction of the CFO and be based in the Brisbane office, however, will be part of the Australia wide Operations Team and will play an integral role in providing support to internal stakeholders. The role requires excellent communication skills, proactivity and efficiency.

The areas you will work across will include:

- Fortnightly end to end payroll
- Payroll reconciliations
- Tax, Superannuation, Workers Compensation lodgements and payment
- Management of payroll and HR records
- Coordinate staff onboarding and offboarding
- Manage Handbook and procedure updates
- Coordinate annual WHS requirements and documentation

Essential Experience / Attributes:

- Tertiary qualification or QBE
- Min. 5 year's experience
- Proficiency with ePayroll
- Proficiency with MS Office Programs
- Excellent organisational and time management skills
- High level attention to detail
- High level written and verbal communication skills
- The ability to work autonomously and within a team
- Australian resident

WHO WE ARE

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creating great places

As an international leading planning and design firm Place Design Group is celebrating its 20th anniversary in 2021! With teams across Australia, China and South East Asia, we continue to be instrumental in some of the most exciting and dynamic projects across these regions, including Sydney's futurestreet, Gold Coast's The Spit Masterplan, Sunshine Coast's Domic, Townsville's Jezzine Barracks, and Brisbane's Waterfront.

HOW TO APPLY

If you feel you are the right person for this opportunity, we would love to hear from you. Please send a cover letter and resume to dene.g@placedesigngroup.com.