

## Human Resources Officer

Sharp's world-wide leadership in technology ensures it is at the forefront of innovation. Sharp products are sold in 140 countries. There are 27 manufacturing operations, 29 sales companies and 2 representative offices in 26 countries.

We are currently seeking an experienced Human Resources Officer to provide support across a range of HR related activities and administration. You will work with business unit heads and make the role your own.

### Roles & Responsibilities

As the Human Resources Officer, your duties will include:

- Provide accurate Human Resources advice to managers and employees in relation to, but not limited to, employment terms and conditions, Award interpretation, policies and procedures.
- Administer the automated Performance Review process.
- Maintain HR Information System (ConnX) and assist in the development of system improvements.
- Maintain employee records.
- Reporting to head office as required.
- Assist with recruitment activities as requested, including but not limited to development and placement of advertisements, screening applications, scheduling interviews, participating in interviews, arranging background checking and facilitating new employee inductions.
- Act as back up to the Payroll Officer during busy times or periods of leave.

### Candidate Criteria

As the successful candidate, you will possess:

- Human Resources related tertiary qualifications
- Minimum of 2 years' experience in a similar role
- Experience in the delivery of Human Resource services
- Exceptional communication, organisational and management skills
- Ability to develop trusting relationships and to engage with employees in an empathetic manner
- Excellent attention to detail, verbal and written communication skills
- Sound knowledge of WHS related policies and procedures
- Proficiency in Microsoft Office software
- Experience using ConnX and/or Micropay and immediate availability for work are highly desirable.

### Benefits To You

- Competitive salary
- Variety of learning and development opportunities