



HR ADMINISTRATOR / PA to COO

- **New Year, new career!**
- **Sports, hospitality and entertainment industry**
- **Full-time role, based at West Lakes**

An opportunity exists for a top Administrator to join South Australia's leading sports and entertainment organisation. The SANFL is a Top 100 South Australian business and the premier State League responsible for growing and promoting the game of football at all levels.

This is a full-time role providing a high standard of administrative support to two key areas:

Human Resources Administrator – full-time ongoing position:

Reporting to the Manager, Human Resources, Health & Safety, the Administrator will provide administrative support across a broad range of functions, including: recruitment, induction, performance management, workplace health and safety and data management.

Key Responsibilities

- Updating and tracking documentation, including H&S registers, policies, manuals, position descriptions and taking minutes of meetings
- Maintaining internal databases and systems, including the Intranet
- Coordinating the recruitment process including advertising positions, managing applications and screening processes
- Coordinating and assisting with the induction process

Personal Assistant to the Chief Operating Officer - 12 month Parental Leave replacement:

Reporting to the Chief Operating Officer, this position will provide part-time Personal Assistant support over a 12 month (Parental Leave) period.

Key responsibilities

- Managing an electronic diary
- Managing and responding to correspondence
- Drafting and formatting documents, submissions and presentations
- Organising meetings, venue requirements and travel bookings

At the conclusion of the Parental Leave period, the role will concentrate fully on HR, Health & Safety functions.

We are seeking an administration professional with a successful track record in a support role, with strong organisational skills, high attention to detail, a team work orientation and advanced Microsoft Office capabilities.

Experience in a HR and/or H&S environment will be highly regarded. Candidates with relevant formal qualifications or who are currently studying are encouraged to apply.

This is a great opportunity to gain exposure to an array of HR and H&S functions.

Applications close noon, Friday 20 January.

Confidential applications and phone enquiries should be forwarded to:

Vasso Fessas: Manager Human Resources, Health & Safety: hr@sanfl.com.au or 8440 6909