



## Human Resource Coordinator

We have an exciting opportunity for a HR professional to provide human resource support during business transformation and change. This is a varied role supporting managers and staff across the employee lifecycle in diverse areas of the business including Training and Employment, Member Solutions and Corporate Services.

The Motor Trade Association of South Australia / Northern Territory is the peak employer organisation dedicated to protecting and growing the thriving retail, service and repair sector of South Australia's and Northern Territory's automotive industry. With over 1,200 members and employing 500 apprentices (training 900), it provides a range of important services to industry.

This newly created role, located at Royal Park, supports the Human Resource Manager in all generalist HR activities. The successful candidate will contribute by attracting, retaining and developing people and processes to achieve strategic objectives.

As the MTA experiences technological, people and strategic change your role will be integral in providing support to managers and staff.

Key responsibilities of the position are:

- Providing human resource advice and support to the management team at an operational level.
- Advising staff on human resource related matters.
- Human resource administration.

Applicants are encouraged to read the full position description available at [www.mtasant.com.au/careers](http://www.mtasant.com.au/careers)

To succeed in this role you will have a minimum of 3 years' experience in a generalist HR role and have the following experience and qualities:

- Human resource or related qualification.
- Knowledge of the Fair Work Act and employment law.
- Strong ability to establish and maintain effective working relationships and the ability to influence people at all levels.
- Proven ability to communicate clearly, both verbally and in writing.
- Excellent initiative and problem-solving skills.
- Innovative- ability to bring new ideas.

- Exceptional in prioritising own workload, meeting deadlines and the needs of multiple stakeholders.
- Enjoy working in a fast paced environment.
- Mature outlook & emotional intelligence, maintaining a high degree of trust and confidentiality.
- Training delivery/presentation skills.
- Payroll experience is preferred but not essential.
- Proficient with Microsoft suite.

If you would like to discuss the role further please contact Emma Flenley, Human Resource Manager, on 8291 2000.

To apply please submit a covering letter, which addresses the above criteria, and your resume by selecting 'apply now'.

We encourage you to apply as early as possible as applications will be reviewed as we received them.

*The MTA is an Equal Opportunity Employer*