

## Join Our Team as a Payroll & HR Coordinator

Are you a highly organised and detail-oriented professional with a passion for people and payroll? We're looking for a **Payroll & HR Coordinator** to join our team, based in Sydney with the option for hybrid work by agreement.

This is a part-time position (4 days/30.4 hours per week), and the salary will be pro-rated. You will report to the Corporate Services Manager and play a key role in ensuring accurate, timely payroll services and providing efficient HR and volunteer administration.

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### What You'll Be Doing

- **Payroll:** Process fortnightly payroll, manage records for things like leave and allowances, and handle compliance reporting and queries.
  - **HR & Volunteer Administration:** Be the first point of contact for HR questions, coordinate recruitment and onboarding, and support various administrative tasks from training to policy updates.
  - **IT Support:** Act as the main contact for all staff and volunteer IT issues, escalating complex problems to external providers. You'll also coordinate IT setups for new hires and maintain the IT asset register.
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### What We're Looking For

#### Essential Criteria:

- At least 3 years of experience in payroll and HR administration.
- Proficiency with a payroll/HRIS system like Tanda.
- Strong knowledge of payroll processes, including the National Employment Standards (NES) and Award compliance.
- Excellent attention to detail and communication skills.
- The ability to handle confidential information with discretion.

#### Desirable Criteria:

- A Certificate IV in HR, Business, or a related field.
  - Experience in the hospitality sector or with a multi-site workforce.
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### Ready to Apply?

If you are a proactive team player who aligns with our values of creative courage, welcoming hospitality, mutual respect, conscious compassion, and intentional inclusivity, we encourage you to apply.

Interested candidates should email Alice Roche at Randstad directly, please find her details below.

Email Address: [alice.roche@randstad.com.au](mailto:alice.roche@randstad.com.au)

Mobile Number: 0487 867 467

We look forward to hearing from you.