



Human Resources Operations Generalist

- West Melbourne
- Full time

Greyhound Racing Victoria (GRV) regulates and promotes greyhound racing at the State level with animal welfare and integrity as its key priorities. GRV is committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position and are seeking a passionate and professional person to fill the role of HR Operations Generalist.

The HR Operations Generalist role is to provide effective administration support to the HR Operations Manager role, the successful incumbent will assist in the development and delivery of HR solutions to GRV's needs. This includes, but is not limited to assisting in the ongoing maintenance of GRV intranet, HR Analytics dashboard and assist in the coordination of the selected recruitment and training processes in all area's of administration.

The successful applicant will possess:

- Excellent written and verbal communication skills
- Good organisational and problem solving
- Time management skills
- High level of data entry skills and good working knowledge of Microsoft products
- Understanding of confidentiality issues
- Team collaboration
- Customer Service orientation
- Working knowledge of WHS

To apply for this position please send your cover letter addressing the above selection criteria together with a copy of your resume to careers@grv.org.au by Close of Business Thursday 29 September 2016

For further information, please contact Joe Ruggiero on telephone number (03) 8329 1132 or for a copy of the position description, please visit our web site – www.grv.or.au

GRV is an EEO employer

All offers of Employment will be subject to a satisfactory police check

All employees must have the right to work in Australia