



HUMAN RESOURCES COORDINATOR

The Shire of Boddington is a values driven organisation proud to be providing our community with a diverse range of services. We are focused on working together, and delivering efficient and innovative ways of serving the community.

The Shire is seeking a motivated individual to join our Corporate Services team. The Human Resources Coordinator is responsible for the development, support, and advice for all aspects of human resource management, as well as coordinating the delivery of the Shires Work Health and Safety Program.

The successful candidate will have experience in a similar role, and have outstanding administration skills, with a keen eye for detail to produce high quality work. Excellent communication and interpersonal skills are essential, as well as highly developed organisational skills.

A competitive salary package of up to \$93,138 per annum is on offer, inclusive of;

- Cash component up to \$80,624 inclusive of allowances
- Superannuation
- Training and development opportunities

This is an excellent opportunity for someone looking for work/life balance, with the position offered on a flexible basis, between 64 - 76 hours a fortnight.

The successful candidate will be required to provide a satisfactory National Police Clearance.

An application package along with the position description can be obtained from www.boddington.wa.gov.au. For any further queries about the role and the application process, please contact Cara Ryan, Executive Manager Corporate Services on 9883 4999 or cara.ryan@boddington.wa.gov.au.

Applications for this position have been extended to 4.00pm 9 December 2022 and should be submitted to hr@boddington.wa.gov.au.