

# HR Coordinator - Part Time - Auckland - 0.5FTE

- Professional Services firm with a fantastic culture
- Modern offices in Newmarket
- Varied and challenging role within a high performing team

Are you an exceptional human resources person who enjoys a busy and demanding office environment? If you are a self-starter and keen to join a high performing team in an exciting management consultancy, then this may be the opportunity for you.

## About Us / Ko wai mātou

Morrison Low are an Australasian management consulting firm. We have offices in Auckland, Wellington, and Sydney. For over twenty years we have consulted to the public sector and achieved some exceptional results.

Our clients come to us for trusted advice on a wide range of issues and we are seen as sector experts in providing strategic infrastructure, service delivery and procurement advice. We are looking for an outstanding HR Coordinator to join our team based in our Auckland office.

We are a values-driven business with a supportive team who thrive on delivering exceptional results across all facets of our client's businesses.

Our people are flexible, hardworking, and committed. We invest in our people. We take pride in the fact that we are a workplace that encourages growth, flexibility, and creativity, as well as a company culture that champions inclusion, diversity, and overall employee well-being.

You can find out more about us at [www.morrisonlow.com](http://www.morrisonlow.com)

## About you / Ko wai koe

You are a friendly and engaging HR Coordinator with a positive can-do attitude. You will enjoy working as part of a small team, build rapport with others quickly and be an effective communicator, with exceptional attention to detail.

You must have a strong focus on quality and knowledge of NZ and Australian employment law. You will be a motivated team player with the ability to take ownership of your work.

To be successful in this role, you must have the following skills and experience:

- Experience with the full end to end recruitment process including preparation of job descriptions, job advertisements, screening and shortlisting candidates, coordinating interviews and reference checking
- Experience with generating contract documentation for all new hire and sub-contractor agreements
- Experience with onboarding and induction of new employees
- Experience with HR processes such as performance and remuneration reviews and performance management
- Proficient with developing, writing and applying company policies
- Proficient with developing HR systems, processes, and procedures while ensuring compliance



- Design and delivery of people and culture initiatives
- Experience with Payroll in NZ and Australia (to provide backup)
- Experience with workplace health and safety including maintaining registers, assisting with audits and ensuring compliance with relevant regulatory and environmental requirements
- Experience with coordinating training, conferences, staff and client events
- A tertiary qualification in a relevant field and a minimum of five years' experience
- First Aid Certificate of willingness to obtain one

We offer a professional, friendly, supportive team environment with a fantastic culture. We will provide the foundation to learn and expand the role according to your talents and provide opportunities for development. Our modern, open plan offices are conveniently located in Newmarket.

Remuneration will be negotiated depending on skills, experience, and qualifications.

If this sounds like the opportunity you have been waiting for, please apply by sending your CV and cover letter explaining why you are the best candidate for this position to the Practice Manager – [s.parkinson@morrisonlow.com](mailto:s.parkinson@morrisonlow.com) (Ref: HRCO2105).

No agencies please.