



PANTHERS GROUP

HR Generalist 8 Month* Maternity Relief Position

Panthers Group is one of Australia's leading entertainment and leisure providers with 6 Clubs across NSW and ownership of the Panthers NRL Rugby League Club. We are a proud community organisation and are well regarded for providing a pleasurable and entertaining experience for our members, their guests and visitors. We currently have an amazing opportunity for a Human Resources Generalist to join our highly dedicated team on a temporary Full-Time Maternity Relief Contract (flexible working hours can be negotiated).

Being in the hospitality industry, our workforce is varied and you will find yourself working with employees from a variety of backgrounds and professions. Based at our corporate office located in Penrith, this role reports directly to our Group Human Resources Manager. You will be responsible for assisting our HR team with all administration functions typically involved in a HR department and will be able to contribute to and develop in all areas of HR.

As the HR Generalist, you will strive to ensure our department remains up to date with all administration tasks and will be responsible for a variety of duties including:

- Data entry of all HR paperwork including but not limited to new employee paperwork, inductions forms, performance reviews, position statements, compliance training, service anniversaries and employee counselling forms;
- Providing general assistance, guidance and support to the site General Managers regarding Panthers Enterprise Agreement and Industrial Relations legislation;
- Assisting with HR Projects and training programs for the Group;
- Assisting in the drafting and posting of recruitment advertisements (internally and externally);
- Phone screening, reference checking and interviewing potential candidates;
- Assisting with staff functions and various fundraising events;
- Issuing new employment contracts and letters of offer and;
- General administration, data entry and HR duties as required to assist the HR team.

To be considered for this role, you will possess the following:

- At least 2 years' experience in a previous HR or recruitment based role;
- A solid understanding of the Fair Work Act and ability to comprehend and adhere to industrial instruments;
- Ability to plan and organise processes and tasks to ensure work is completed efficiently and in a timely manner;
- Analytical problem solving skills and the ability to juggle multiple tasks and projects;
- Fantastic communication skills and the ability to relate to all stakeholders of the business;
- Excellent written and verbal communication skills;
- Intermediate computer skills and thorough administration practices and;
- Return to Work certificates and completed tertiary qualifications in HR qualifications would be highly regarded.

If you believe you have the necessary skills, experience and most of all PASSION to excel in this position, please apply today!

Want to Apply?

Please send your Cover Letter and Resume to: -

employment@panthers.com.au