

We have an exciting new opportunity for a People and Culture Administration Officer to join the Cancer Council WA team and be part of our vision.

### Who we are

At Cancer Council Western Australia we believe that every day is an opportunity to create a cancer free future. We work with our community to reduce the incidence and impact of cancer, every minute, every hour, every day. We do this through advocacy, research, prevention programs, and providing people affected by cancer with support.

### Tell me more

Based in Subiaco, and reporting to the People and Culture Manager, you will be responsible for providing excellent administration support, working collaboratively as part of the People & Culture team to deliver quality HR services to employees and volunteers.

Your main responsibilities include:

- Supporting recruitment & selection procedures; including advertising, monitoring inboxes, liaising with applicants, scheduling interviews, reference checking, and clearances.
- Supporting onboarding and offboarding procedures; including inductions, orientation, probation reviews, and exit interviews.
- Maintaining employee and volunteer personnel files.
- Coordinating information flows for all people processes, contributing to the delivery of efficient Human Resources activities and programs.
- Supporting Payroll and general office services tasks as required.

### Who are you?

To be successful in this role you will have the following key attributes:

- Experience in general administration, reporting and document management, preferably within a Human Resources function
- Relevant qualification in Human Resources (or working towards a Human Resources qualification) is desirable

- Excellent proficiency in Microsoft Office Word, Excel, Outlook, PowerPoint, Teams and experience using databases and online systems
- Strong organisational and time management skills including the ability to manage competing and/or changing priorities and deliver to deadlines
- Strong administration and written communication skills with excellent attention to detail and passion for delivering work to a high standard
- Well-developed verbal communication and interpersonal skills and the ability to interact positively with a wide variety of stakeholders with the confidentiality, professionalism and discretion required in a HR function
- Proven team-oriented, customer focused approach to work, with demonstrated ability to work collaboratively and co-ordinate information flows within the team and with other business areas
- Demonstrated understanding of and commitment to the values of Cancer Council WA
- Positive approach to the workplace

### **In this role you will enjoy:**

- Working amongst leaders in cancer prevention and support
- A collaborative and supportive team culture
- Benefits of not-for-profit salary packaging and a meal entertainment card.

Based in Subiaco, this position is fulltime.

### **How to apply for this role**

To apply for this opportunity, please include your resume and a cover letter clearly outlining how your skills and experience match the key attributes of the role.

Applications should be addressed to:

### **People and Culture Manager**

Cancer Council Western Australia

Applicants are encouraged to submit their application via Seek, or by emailing [careers@cancerwa.asn.au](mailto:careers@cancerwa.asn.au) as early as possible as Cancer Council Western Australia reserves the right to reduce the application period and/or remove the job advertisement early should a suitable applicant be found.



With a Reflection RAP, and a commitment to “closing the gap” we encourage Aboriginal or Torres Strait Islander candidates to apply. Please state on your application if you identify as being Aboriginal or Torres Strait Islander.

**Please note: We do not accept applications submitted by agencies.**

Please note: You will be required to provide proof of ability to work permanently in Australia. Working holiday visas will not be considered.

*Cancer Council WA is a not for profit, equal opportunity employer and operates a smoke free working environment.*