

HR, Operations and Administration Officer - Melbourne

Employment Type: Full-Time ongoing

Location: Melbourne

Reports to: Operations Manager

Remuneration: \$76,578 to \$83,822 plus superannuation depending on experience

Citizenship: Right to work in Australia

Language Requirements: Fluent written and spoken English

About Alinea International

Alinea International (Asia and the Pacific) is a rapidly-growing international development consulting firm dedicated to quality contributions towards sustainable futures with empowered communities. We are committed to supporting economic, social, and political development that leads to positive, inclusive and sustainable impacts. We provide a range of technical, advisory, facilitation, and managerial services tailored to the needs of our clients. We work with the Australian Government and other international donors, civil society, non-governmental organisations, and private sector groups. As a certified B Corporation, Alinea International is proud to be an ethical business that upholds the highest standards of environmental and social performance and accountability throughout our work.

Alinea International (Asia and the Pacific) proudly sources the best people from around the world to deliver progressive ideas focused on positive change, and consistently high-quality results. We provide our consultants with the opportunity to shape and contribute to projects and development approaches across a range of sectors in Australia, Asia and the Pacific that deliver results and equitable outcomes to communities.

Alinea International (Asia and the Pacific) is part of the global Alinea International group, headquartered in Canada.

Alinea International recruitment statements

Alinea International does not charge a fee at any stage of the recruitment and hiring process. All offers of employment or job opportunities with Alinea International that include any form of a request for payment of fees or collect information on bank accounts are fraudulent. Any requests for such payment or information should be refused and reported to your local law enforcement authorities for appropriate action and to Alinea International.

At Alinea International we value diversity, equity, inclusivity, accessibility and belonging in everything we do. We are an equal opportunity employer opposed to all forms of discrimination. We actively seek and encourage applications from people of diverse backgrounds recognizing that an inclusive workforce enriches our organization and achieves smarter, more innovative results

Alinea is committed to the protection of children and vulnerable adults. Due to the nature of our work, all candidates will be subject to due diligence checks and extensive background checks where appropriate.

About the Role

Alinea International is looking for a full-time HR, Operations and Administration Officer to work alongside our Operations Team in supporting our company's continuous growth. This role will be based in Alinea International's Head Office in Melbourne. The role will work with a broad range of stakeholders including Alinea colleagues and prospective/incoming staff and contractors.

Key Responsibilities

HR:

- Supporting recruitment and onboarding of new staff
- Supporting onboarding and contracting of contractors and managing subcontractor compliance checks

Administration and Office Management:

- Coordinate cross-team communications, intranet content upkeep, and staff engagement initiatives.
- Keeping documents and filing systems up to date
- Managing the corporate asset register
- Office management, including managing office access and maintaining office spaces in line with workplace health and safety protocols
- Maintaining and purchasing general office supplies in accordance with procurement policy
- Ad hoc support to the executive team
- Meeting and event planning, and coordination
- Other Administrative duties as required

Selection Criteria

Compulsory:

- Exceptional organisational skills and attention to detail
- A relevant tertiary qualification, or experience in a similar role
- Experience in HR administration
- Intermediate computer skills and substantial experience with Microsoft Office
- Experience, and accuracy, with data entry
- Experience managing and implementing administrative processes

Desirable:

- Experience working with ERP systems, relational databases, or other data management tools (eg Finance systems, project/task management systems)
- Experience working in international development or servicing Government departments

- Experience with developing/maintaining organisational intranet in Sharepoint

Personal Attributes

- Attention to detail
- Quick learner
- Ability to take direction and work as part of a team
- Passion for social justice

Alinea is committed to safeguarding children and vulnerable adults. Given the nature of our work, candidates will be subjected to due diligence checks and to enhanced background checks as appropriate.

For more information about Alinea, please visit our website: www.alineainternational.com