**JOB DESCRIPTION**

**JOB TITLE: HR Assistant**

**CULTURAL INFUSION** builds global harmony through intercultural action. We comprise a suite of digital education apps, consulting services and education programs including school incursions, all-day programs, and artist-in residencies which reach an annual audience of more than 350,000 students.

Cultural Infusion achieves its goals through the delivery of a range of sustainable arts and engagements programs, including a range of innovative digital interactive media targeted to schools, youth and communities. Cultural Infusion has delivered a range of creative services, products and ongoing programs to Azerbaijan, Brazil, Cambodia, China, Egypt, India, Pakistan, Philippines, Portugal, South Africa, Tanzania, Pakistan, UK and the US.

In 2017, Cultural Infusion launched our Living Culture Program at our Cultural Infusion Centres in Pakistan, and Tanzania. This program places culture bearers into communities as a way of successfully transmitting and sustaining intangible cultural heritage.

For more information: <http://culturalinfusion.org.au>

BASIC FUNCTION:

* The HR volunteer provides quality HR compliance and administrative support to The HR Team clients and teammates.
* Volunteers are responsible for maintaining satisfied Staff by delivering assistance and administrative support to HR generalists and consultants on various projects.
* He or she will gain a better understanding of the role that Human Resources can play in a non-profit setting, and be better prepared to work in the arena of human resources and the non-profit sector.

**DUTIES AND RESPONSIBILITIES:**

* Analyze the skills and qualities required for each particular job and develop job descriptions.
* Advertise staff vacancies, assess applications and Interview applicants.
* Use a number of management information systems to record, maintain, plan and manage the organization’s human resources.
* Co-ordinate all recruitment activities and induction process for new starters.
* Be accessible and respond to staff/manager enquiries in a timely manner.
* Take part in strategic management.
* Assist in end to end recruitment.
* Record all resumes and personnel documents in HR electronic files.
* File physical HR records in HR filing cabinet.
* Liaise with recruitment agencies.
* Scan and email HR documents.
* Phone screen applicants.
* Complete appropriate paperwork for new and existing employees.
* Detail oriented Proficient in Word, Excel, PowerPoint, and e-mail.
* May be responsible for making meeting and travel arrangements for applicants.
* Answer telephone enquiries from Applicants, attend to visitors and assist other staff in the organisation with their enquiries.
* Operate a range of office machines such as photocopiers, computers and faxes.
* Forward incoming general e-mails to the appropriate staff member.
* Update and ensure the accuracy of the organization's databases.
* Data Entry and general Administration tasks.
* Any extra duties the HR Assistant requires.

#### **KEY SELECTION CRITERIA:**

* Good planning, organizational, analytical and decision-making skills.
* Good oral and written communication skills.
* Confidentiality, tact and discretion when dealing with people.
* Personable, able to comfortably and pleasantly deal with a variety of people.
* Ability to effectively learn and acquire new knowledge and skills.
* Ability to share knowledge and work in a strong team oriented environment.
* Ability to be self-motivated and work independently.