

Position Vacancy

Team Assistant- People and Culture



July 2022

We are looking for an energetic, enthusiastic and highly skilled administrator, comfortable supporting a team. Bring your top-notch administration skills to a not-for-profit organisation and support a busy HR team where no two days are the same.

Why Foodbank

We have been putting meals on the table for vulnerable Victorians since 1930; meeting them where they are, on their terms, with solutions they need. Not only do we provide food to over 450 charities so they can feed their communities, but our direct distribution of free healthy food is also growing at a fast rate. From our 23-metre mobile supermarket bus and Farms to Families fresh food regional markets, to our School Breakfast Club Program which now services over 1,000 Victorian schools, our coverage is expanding.

What you'll be doing:

- Using your strong administration and exceptional attention to detail to prepare and update HR documents including contracts of employment, contract variations, and position descriptions.
- Maintaining employee records and files in accordance with policy and legal requirements.
- Supporting the team in the recruitment of new employees including responding to employment enquiries and applications and scheduling interviews.
- Organising employee engagement activities, including events and celebrations.
- Assisting with onboarding activities including induction meetings and preparing g onboarding documents.
- Managing the team's Sharepoint pages and digital platforms by writing and maintain engaging P&C related content.
- Supporting the team to stay organised and effective.

About you:

- You're a career administrator with exceptional attention to detail.
- You love organising - documents, events and the team!
- Your superpower is keeping things running smoothly.
- Organised & adaptable, with the ability to prioritise work to get things done
- Passionate about our vision of healthy food for all
- Able to live and breathe our values of empowerment, accountability, integrity and respect

We can offer you:

- Permanent full-time position
- Access to salary packaging benefits to increase your take home pay
- Staff satisfaction rates above 80%
- An organisation focused on employee wellbeing
- Engaging and social team culture

Keen to apply? Tell us why!

- Please review the Position Description on our website in the 'Careers' section at www.foodbankvictoria.org.au and get to know us before you apply.
- Email your application to employment@foodbankvictoria.org.au
- Applications to include an up-to-date resume and cover letter telling us why this is the role for you.
- Contact Melissa Milner on 0432 917 087 for any questions.
- We review applications as they're received, so don't delay. Early applications will be prioritised.