
Title: Human Resources Coordinator

Region: APAC

Company Overview

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business.

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Position Overview

The Human Resources Coordinator provides administrative support to the HR Department by helping with the administration of the day-to-day HR functions and duties.

Specific Responsibilities

- First point of contact for a broad range of HR requests, activities, and enquiries
- Ensure that the transfer of information to the data base and manual files are up to date
- Complete daily, weekly, and monthly reports and metrics for APAC and Global requirements
- Produce routine and ad hoc employee documentation
- Liaise with wider team and take responsibility for new hires for a smooth onboarding experience.
- Contribute to development and improvement of HR processes
- Assist with HR processes in key areas such as Recruitment and Selection, Performance Management, Succession Planning, Talent Management, to ensure they align with the chosen culture and business strategies
- Coordinate administration disciplines such as response to payroll requests / reports / reviews / manager completion of employee change and hiring requests
- Assist and conduct exit interviews and report on escalation of key feedback points
- Assist with all areas of HR compliance
- Manage HR activity calendar
- Assist with development and improvement of internal policies controlled by HR.
- Intranet updates for all HR related activities and processes
- Assist with learning and development activities including creation and implementation
- Review and process national based WorkCover claims for internal and external team members.
- Liaise with relevant internal departments, relevant insurer, and the claimant to ensure claims are processed and communicated effectively
- Act as a WorkCover (WC) & Return to Work (RTW) consultant for the company
- Reinforce company operatives in the delivery and accountability for WC & RTW
- Communicate WC & RTW policy for IPros in the state they work
- Deliver advice on policy review and development on all matters relating to WC & RTW

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Skills and Qualifications

- Experience in a similar HR Role
- Relevant qualifications in Human Resources, Business, Work Health and Safety, or other related field, or relevant experience
- Demonstrated understanding of Australian workplace and health and safety legislation
- Demonstrated experience in analyzing human resource data
- Some experience in all aspects of work health and safety
- Ability to work independently and learn quickly
- Excellent time management skills
- Excellent communication skills, both verbally and in written communication
- Highly proficient in the suite of Microsoft Product

People 2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.