



It's **your** bank, it's **your** career

Member
Service

Continuous
Improvement

Teamwork

Performance

Integrity

People & Culture Coordinator

- **Financial Services**
- **Small team environment**
- **Broad generalist scope**

Your Organisation

Established in 1959, G&C Mutual Bank has since grown to be one of Australia's strongest member-owned financial institutions. We are a member focused, values-driven organisation where member interests are not in conflict with shareholder interests. We make responsible, ethical decisions that benefit our members and the community, and reinvest our profits to provide better products and services. Experience the G&C Mutual Bank difference - It's your bank, because you own it.

Your Opportunity

We are looking to appoint a self-motivated and hands-on team member to our small and dedicated team of HR professionals. This role will see you applying your demonstrated experience to the following key areas of responsibility:

- Assisting with employee lifecycle activities, including responding to employee and manager enquiries, preparing HR documentation and record keeping.
- Working with our outsourced payroll provider to process fortnightly payroll, including calculation of ad-hoc payments, payroll tax and monthly reconciliations.
- Coordinating recruitment activities including drafting advertisements and interview guides, candidate management and preparing offers.
- Coordinating the onboarding experience of new hires.
- Developing and facilitating the delivery of a range of competency-based training materials in consultation with key stakeholders.
- Actioning training requests, coordinating compliance training and related L&D administration.
- Working collaboratively within the team on a range of projects and strategic initiatives.

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Your Profile

To succeed in this role, you:

- Will have excellent communication and interpersonal skills, with the ability to collaborate across all levels of the organisation.
- Are well-organised, able to adapt to shifting priorities and a diverse workload.
- Apply a detail-oriented approach to all tasks, with a consistent commitment to continuous improvement and efficiency.
- Have demonstrated knowledge of relevant HR legislation and experience applying Enterprise Agreements.
- Have demonstrated capabilities in designing and delivering a variety of training solutions based on adult learning concepts.
- Hold relevant tertiary qualifications in HR with demonstrated generalist experience – financial services exposure an advantage.

Your Benefits

We value our employees by providing a range of benefits which you can read about on our [website](#).

We've built a team that values service, teamwork and integrity, to go above and beyond for our members. We have a focus on performance and continuous improvement and work collaboratively to get it right. As a member of the Diversity Council of Australia, we recognise the benefits that diversity brings to our organisation. We strive toward a collaborative culture which capitalises on the diverse skills, backgrounds and experiences of our employees.

To express your interest in this position, please click on the appropriate link below.

Find out more about us at www.gcmutual.bank, and view our Privacy Policy [here](#).

You must be a permanent resident or Australian citizen to be considered for this position. Only shortlisted candidates who meet the above criteria will be contacted.

We're ready to help you

1300 364 400 | www.gcmutual.bank

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