

## Traineeship - Human Resources Administrator

Established for over 130 years, Carrington is the Aged Care provider of choice located in Camden. We pride ourselves on our philosophy of CARE for residents, values-based culture and operational growth.

We have an exciting opportunity for an energetic, dynamic person with a high level of administrative skills to join Carrington's Human Resources team on a fixed term part-time basis, 24 hours per week, whilst completing a Traineeship studying Certificate IV in Human Resources (up to 12 months).

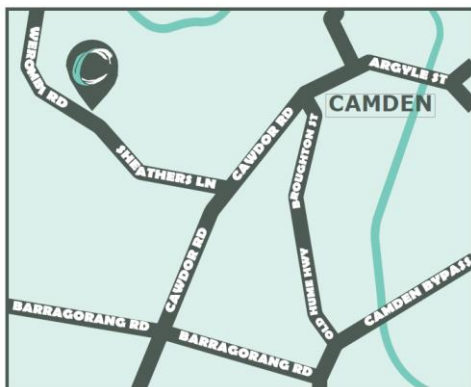
As a Human Resources Trainee, you will join a supportive, collaborative team, and over the course of your traineeship will develop skills in HR operations and administration, recruitment, learning & development, Work Health & Safety and compliance.

### **We are looking for someone who is:**

- Dedicated to undertake and complete Certificate IV (BSB41015) in Human Resources
- A team player who is versatile, intuitive and comfortable working in a fast-paced environment
- Committed to delivering a high level of support whilst maintaining confidentiality and integrity
- Positive and resourceful with effective interpersonal and communication skills
- Confidence and capability in using systems and technology

If you are a motivated person with a genuine interest in Human Resources, looking to join a committed team making a difference in the aged care industry, we would love to hear from you.

Offer of employment will be subject to a national criminal check specific to vulnerable persons.



Please forward your expression of interest with a current resume and cover letter addressing your suitability.

Ms Genevieve Clarke  
Human Resources Advisor  
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**Applications close: Monday, 23 November 2020**