



POSITION DESCRIPTION

HR COORDINATOR

START	Immediate start for successful candidate
LOCATION	Melbourne (Hybrid Office)
LENGTH	Ongoing
HOURS	Part-Time
THE COMPANY	<p>PingCo is a SaaS provider that enables large telecommunications companies and its providers to manage and sell Voice to their customers. Established in 2011, PingCo has grown to work internationally with global customers.</p> <p>Their engineers, systems administrators and solutions architects solve complex technology challenges and take organisations into the future. A role at PingCo means being at the forefront of technology, leading the way in the UCaaS industry, working with experienced tech experts, and being supported to grow ideas and reach your potential.</p>
THE ROLE	<p>Key Responsibilities</p> <ul style="list-style-type: none">✓ Performing end-to-end recruitment including consulting with managers for candidate requirements, writing job ads and headhunting activities✓ Screening candidates through phone calls, online interviews and compiling candidate spotlights✓ Coordinating final round interviews and reference checks✓ Advising candidates on offers, compiling contracts and negotiating contracts✓ Maintaining a talent pipeline for identified future roles within the company✓ Implementing innovative strategies to make PingCo an employer of choice

	<ul style="list-style-type: none"> ✓ Implementing and maintaining ISO9001 compliance with Chief Operating Officer and all team managers. ✓ Assisting Managers with probations, and the annual performance and development cycles with staff ✓ Coordinating, tracking and assisting to enable agreed employee goals, KPIs and facilitate additional training. ✓ Facilitating any HR requests and resolving any issues ✓ Maintaining the HR policies ✓ Maintaining the onboarding and offboarding checklists and facilitating their completion alongside managers ✓ Making sure KPI's on employee growth, employee satisfaction and retention are achieved <p>Key Company Expectations</p> <ul style="list-style-type: none"> ✓ Showcase professionalism and consistently produces high quality work on or ahead of time ✓ Takes initiative, is a positive team member, and exhibits strong communication skills
<p>HOW TO APPLY:</p> <p>ESSENTIAL</p>	<ul style="list-style-type: none"> ✓ 2+ years' experience in a similar role ✓ Impeccable written and communication skills ✓ High level of adaptability and flexibility ✓ Exceptional interpersonal skills ✓ Background and knowledge in IT ✓ Driven and highly motivated professional who can operate within a plan but also show innovation and initiative ✓ Positive can-do attitude, strong communicator, trustworthy and a team player
<p>OTHER INFO</p>	<ul style="list-style-type: none"> ✓ Role can be a mix of remote and in-office work
<p>APPLICATION</p>	<p>For enquiries contact Alisha King Email aking@pingco.cloud <i>Happy to accept LinkedIn profiles instead of resume, please introduce yourself in your email.</i></p>