

HR Coordinator/Senior Leadership Support

Permanent | Full Time

About the role

We are seeking an administration extraordinaire to join our team as our HR Coordinator/Senior Leadership Support on a permanent basis. The hours of work are 8:00am to 4:30pm, Monday to Friday (times can be slightly flexible for the right candidate).

This newly created position is a great opportunity for an experienced administrator to further develop skills in human resources and to promote the Kensington Private Hospital employee value proposition and employment brand internally and in the community. As part of the Support Services team, key responsibilities of the role include supporting the hospital leadership team with broader human resources delivery and recruitment, high quality administration support including Board facing and general Senior Leadership Team organisational support.

To be successful in this role, you will need:

- Previous administration experience with intermediate to advanced level Microsoft Office skills.
- The ability to multitask, prioritise duties, and work independently to manage one's own workload.
- Attention to detail with a pride in achieving precise, accurate work.
- A sound working knowledge of recruitment and employment relations practice, regulation and processes.
- An ability to engage and partner with business leaders and key stakeholders.
- The ability to maintain confidentiality of business and employee information.
- Strong written and oral communication and relationship management skills.
- A can-do positive attitude.

What's in it for you?

- \$2000* annually towards health insurance (*less deductions; conditions apply)
- 20% discount on hospital costs plus an external staff benefits program.
- Comprehensive induction program.
- On-going personal development including subsidised professional training courses and conferences.
- Wellness program and incentives.
- A supportive, professional, caring and pro-active team.
- Long service leave entitlements.
- Planned annual closure over Christmas and New Years.
- Annual staff Christmas functions and other hospital celebrations.

Visit our website for more information on being a part of the Kensington Private Hospital whānau, www.kensingtonhospital.co.nz/work-at-kensington-hospital

Who are we?

Kensington Private Hospital is Northlands only Private Surgical Hospital offering a wide variety of surgical specialities. We currently have five Operating Theatres, a 21 bed Inpatient Suite and have plans for further expansion. Many of our surgeons are recognised nationally as experts in their fields and choose Northland as a base for its lifestyle options.

We are located in the beautiful Northland region which provides an abundance of lifestyle opportunities based around breath-taking coastlines and a rich cultural heritage. Northland has a subtropical climate with over 100 beaches in the Whangārei district alone.

At Kensington Private Hospital, we are invested in growing our team with people that have the same values and high level of patient care, teamwork and culture as we do.

If you would like further information or to apply, please email hr@kensingtonhospital.co.nz

**Please provide a cover letter and CV with your application.
Applications close 5pm Wednesday 28th June 2023 (unless filled prior).**