

SAY HELLO TO A MORE REWARDING CAREER AT VIVID

Position	HR Coordinator
Team	Vivid Corporate Services
Contract	Part time
Location	Echuca
Application Close	Wednesday 21 January, 2026

THE HR COORDINATOR IS RESPONSIBLE FOR:

- The delivery of administrative support and personnel reporting as required to the Human Resources Manager
- Coordinating the induction training of new staff, refresher training and competency checks for staff.
- Coordinating recruitment, interviews, onboarding of staff, including carrying out reference checks as directed
- Coordinating the rollout of training
- Assisting with the delivery of Employee Experience programs such as Project U and the Mentor Program.
- Coordinating the currency of Police Checks and NDIS Worker Screening Clearances
- Assisting as required, the Rosters Coordinators to ensure that rosters are entered and maintained in SupportAbility in accordance with Rostering Guidelines, Payroll and Human Resources processes
- Assisting with the processing of payroll (when required)

IMPORTANT

- Candidates will be required to meet our safety screening checks, hold a current driver's licence and Working with Children's Check.
- Vivid is committed to promoting the safety, participation, wellbeing and empowerment of children.

WE ARE VIVID

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 www.wearevivid.org.au

   [@wearevivid.org.au](https://www.instagram.com/wearevivid.org.au)

