



Job Description – HR Coordinator

Document Control

Position Title: HR Coordinator

Department: Human Resources

Reports To: HR Manager

Version: 1.0

Job Overview

The HR Coordinator provides administrative and operational support to the Human Resources team across Grand Royale Group's hospitality operations. This role assists with recruitment, onboarding, training coordination, HR documentation, and compliance processes. The position plays a vital part in supporting staff engagement and ensuring smooth HR functions within the organisation.

Key Responsibilities

Recruitment & Onboarding Support

- Assist in posting job advertisements, screening candidates, and scheduling interviews.
- Prepare employment contracts, new hire packs, and onboarding documentation.
- Conduct new employee orientation sessions in coordination with managers.
- Maintain accurate employee records and compliance documents.

HR Administration & Record Keeping

- Maintain HR databases, personnel files, and leave records.
- Assist in processing employee changes such as promotions, transfers, and terminations.
- Prepare HR correspondence, reports, and forms as required.
- Ensure confidentiality and integrity of employee information.





Training & Development Coordination

- Coordinate training sessions, workshops, and compliance programs.
- Track completion of mandatory training and maintain attendance records.
- Support performance review and employee development processes.
- Liaise with Learning and Development providers when required.

**Compliance & HR Policy Support **

- Assist in ensuring compliance with Fair Work, WHS, and Equal Employment Opportunity (EEO) legislation.
- Support audits, HR policy updates, and record-keeping requirements.
- Contribute to staff engagement and workplace culture initiatives.
- Provide general administrative assistance to the HR team.

Qualifications and Experience

- Diploma or Bachelor's degree in Human Resources, Business Administration, or related field.
- Minimum 1–2 years' experience in HR or administrative roles.
- Knowledge of Fair Work, WHS, and privacy legislation.
- Proficiency in Microsoft Office and HRIS software.
- Strong attention to detail and interpersonal skills.

Skills and Competencies

- Excellent organisation and multitasking ability.
- Strong communication and teamwork skills.
- Confidentiality and professionalism in handling sensitive data.
- Initiative and reliability in task completion.
- Friendly and approachable manner.

Working Conditions

This is a full-time position based at Grand Royale Group's head office in Gold Coast, Queensland. The role may involve occasional travel to hotel and restaurant sites for HR support and staff onboarding.





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Key Performance Indicators (KPIs)

- Accuracy of HR documentation and records.
- Timeliness of recruitment and onboarding processes.
- Compliance with company and legislative standards.
- Staff satisfaction and engagement support.
- Efficiency in administrative support.

Company Values and Culture

Grand Royale Group values respect, fairness, and collaboration in its people practices. The organisation fosters a culture of professionalism and inclusivity where every team member contributes to operational excellence.

Career Path

This role provides career advancement opportunities into senior HR roles such as HR Advisor or HR Manager within Grand Royale Group or other leading hospitality organisations.

