



Job Description – Human Resources Intern

Document Control

Position Title: Human Resources Intern

Department: Human Resources

Reports To: HR Coordinator / Head of Human Resources

Version: 1.0

Job Overview

The Human Resources Intern supports the HR team in administrative and operational tasks, including recruitment, onboarding, record management, and compliance activities. This role provides hands-on experience in HR processes, employee relations, and workplace legislation within Grand Royale Group's hospitality environment.

Key Responsibilities

Recruitment and Onboarding

- Assist in posting job advertisements and screening applications.
- Schedule interviews and support communication with candidates.
- Prepare new hire documentation and induction materials.
- Coordinate onboarding sessions and ensure smooth integration for new employees.

HR Administration and Record Management

- Maintain accurate and confidential employee records in digital and paper formats.
- Support updates to HR databases, training logs, and attendance sheets.
- Assist in filing performance appraisals, training completion records, and compliance documents.
- Prepare reports and documentation for audits or internal reviews.





Employee Relations and Communication

- Assist in organising staff engagement events and wellbeing activities.
- Support internal communication through newsletters or HR bulletins.
- Respond to basic employee queries with professionalism and discretion.
- Uphold company culture and confidentiality in all HR interactions.

Compliance and Training Support

- Help monitor mandatory training and certification renewals.
- Assist with WHS, Fair Work, and company policy compliance tracking.
- Prepare training attendance sheets and assist in scheduling sessions.
- Contribute to maintaining HR compliance registers and audit checklists.

Qualifications and Experience

- Currently studying or recently completed Certificate IV, Diploma, or Bachelor's degree in Human Resources, Business, or Management.
- Strong interpersonal and communication skills.
- High attention to detail and organisational ability.
- Proficient in Microsoft Office and basic HR systems.
- Prior office or HR-related experience (preferred but not required).

Skills and Competencies

- Professionalism and confidentiality.
- Strong written and verbal communication.
- Team collaboration and relationship-building skills.
- Time management and ability to multitask.
- Enthusiasm for learning HR processes and legislation.

Working Conditions

This internship is based at Grand Royale Group's head office in Gold Coast, Queensland. The role follows standard business hours, with occasional flexibility during recruitment or training events. Professional attire and adherence to company communication protocols are required.





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Key Performance Indicators (KPIs)

- Recruitment Support Timeliness (target: $\geq 95\%$ of tasks completed by deadlines).
- Onboarding Completion Accuracy (target: 100%).
- Employee Record and Data Entry Accuracy (target: $\geq 98\%$).
- Compliance Register Update Timeliness (target: 100%).
- Supervisor Feedback Rating (target: $\geq 90\%$).
- Attendance and Professional Conduct (target: 100%).

Company Values and Culture

Grand Royale Group values integrity, respect, and continuous improvement. The HR department plays a key role in fostering a positive work culture, promoting employee wellbeing, and ensuring compliance with workplace legislation.

Career Path

This internship provides opportunities for progression into roles such as HR Assistant, Recruitment Coordinator, or HR Officer within Grand Royale Group or other professional hospitality organisations.

