

Assurance HR Management

<https://assurancehr.com.au/job/business-support-officer/>

Business Support Officer – Join our Team

Description

As a **Business Support Officer** at AHR, you'll be the driving force behind the scenes, making sure our consultants are equipped to deliver exceptional service to clients.

You'll be handling a variety of tasks — from preparing HR documents and coordinating appointments to supporting webinars, recruitment campaigns, and marketing efforts. One minute you might be editing a policy document, the next you're helping set up an online training session or drafting a newsletter.

This is a varied, hands-on role that requires initiative, attention to detail, and the ability to juggle multiple priorities. You'll liaise with clients and consultants, manage communications, and keep operations running smoothly — all while upholding AHR's reputation as "The Workplace Problem Solvers."

If you love structure but also thrive in fast-moving environments where no two days are quite the same, this is the role for you.

Responsibilities

- Provide high-level admin support to consultants and the Director
- Prepare, format, and edit client-facing documents and HR materials
- Coordinate appointments, meetings, and internal workflows
- Liaise professionally with clients to support our one-contact approach
- Assist in the planning and delivery of training sessions and webinars
- Create and schedule engaging content for social media and newsletters
- Support recruitment campaigns – from job ads to candidate communication
- Maintain and update client files with accuracy and confidentiality
- Contribute to internal process improvement and team collaboration
- Help promote AHR's services across digital channels

Qualifications

Completion of Year 12 (minimum)
Current Australian Driver's Licence
Comprehensive motor vehicle insurance (if using your own vehicle)
National Police Check (or willingness to obtain)
Working with Vulnerable People card (or willingness to obtain)
Current First Aid Certificate (or willingness to obtain)
At least 1 year of experience in a similar administrative or support role

Job Benefits

Flexible Casual Hours – Fit work around your lifestyle, with optional Saturday shifts

Hybrid Work Opportunities – Based in Hobart with potential to work from home

Grow with Us – Exposure to HR, IR, WHS, training, recruitment, and compliance

Learning & Development – Hands-on experience across a variety of business areas

Supportive Team Culture – Work alongside down-to-earth professionals who value your contribution

Real Impact – Be part of a consultancy that helps real businesses solve real workplace problems

Hiring organization

Assurance HR Management

Employment Type

Casual

Industry

Human Resources

Job Location

Hobart, Tasmania, Australia

Working Hours

Mon – Fri 7am – 7pm

Sat by negotiation

Date posted

April 11, 2025

Valid through

04.05.2025

Right to Disconnect – We respect your time outside of work

Contacts

Contact Adrian Clark recruitment@assurancehr.com.au or call 1800 577515 for more information