

Assurance HR Management

<https://assurancehr.com.au/job/hr-client-service-coordinator/>

HR – Client Service Coordinator

Description

About Us

At Assurance HR Management, we help small to medium businesses navigate complex HR, IR and WHS matters with confidence. As a trusted HR consultancy, we pride ourselves on providing practical, timely, and tailored advice to our valued clients. We're passionate about building lasting relationships while delivering exceptional service.

Kickstart your HR career in a diverse and growing role!

Join Assurance HR Management – Australia's trusted workplace problem solvers for small to medium businesses. We provide expert, practical HR, IR, and WHS solutions that help organisations thrive. Be part of a professional, responsive team that values strong relationships and tailored support.

- Get hands-on HR experience and insight into how businesses and people
- Build strong client relationships through varied tasks like recruitment, training, and
- Flexible role with the option to work autonomously from

About the Role

We're seeking a proactive, motivated all-rounder to join our growing team on a part-time basis, typically around 4 hours per day across 5 days of the week. As the business grows, there may be opportunities for additional hours.

In this diverse and evolving role as HR & Client Services Coordinator, you'll support the Principal with business operations, assist Consultants with HR projects, and help strengthen our client relationships.

This role provides a great chance to develop your HR skills while gaining exposure to a wide range of HR, recruitment, training, and business functions. You'll enjoy variety (no two days are the same!) and be comfortable balancing administrative tasks with building relationships and identifying opportunities to support business growth.

Responsibilities

Key Responsibilities:

Provide day-to-day administrative and operational support to the Principal and

- Assist with preparing HR documents such as policies, contracts, and training
- Coordinate client appointments, diaries, and project
- Support recruitment activities, training coordination, and webinar

Hiring organization

Assurance HR Management Pty Ltd

Employment Type

Part-time

Industry

Human Resources

Job Location

Hybrid Role

Date posted

June 21, 2025

- Build and nurture strong client relationships to enhance satisfaction and support sustainable business
- Assist with social media, newsletters, and marketing

Identify opportunities to streamline processes and contribute to overall business success.

Qualifications

About You:

- Keen interest in HR and growing your HR
- High attention to detail and strong written/verbal communication
- Organised, able to juggle competing priorities and adapt to
- Comfortable working both independently and
- Tech-savvy and confident with Microsoft Office Suite, Google Workspace, social media & online
- Passionate about client service, with strong interpersonal
- Able to handle both complex work and routine admin
- Prior experience in HR, recruitment, training or professional services (advantageous but not essential).

Job Benefits

What We Offer:

- A diverse, hands-on role where you can develop your HR skills and experience
- Flexible working hours and supportive team culture
- Career growth opportunities as the business expands
- Exposure to a wide variety of HR matters across multiple industries

If you're ready to roll up your sleeves, learn, and grow with us, we'd love to hear from you! Even if you don't meet every requirement or have different availability, please don't hesitate to get in touch. We're happy to have a conversation and explore how you could fit with our team.

We are committed to creating an inclusive workplace which values diverse backgrounds and experiences. If you require any support or reasonable accommodations during the recruitment process, please let us know and we will do our best to assist.

Contacts

How to Apply

Click 'Apply Now' and upload your resume and cover letter. For a confidential chat, contact Adrian Clark (Principal & Senior HR/IR Consultant) on 0488 860 367.

Please note: Applications close at midnight on Friday the 4th of July 2025.