

Manager Human Resources & Payroll

Permanent Position

SUNRISE CHRISTIAN SCHOOLS

Are you looking for a new challenge? Do you have experience in human resource management? Sunrise Christian Schools are looking for an experienced Human Resources & Payroll Manager to lead these areas of our organisation.

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. In Australia these include Sunrise Christian School Fullarton, Sunrise Christian School Paradise, Sunrise Christian School Morphett Vale, Sunrise Christian School Marion, Sunrise Christian School Naracoorte, Sunrise Christian School Whyalla, Sunrise Christian School Early Learning Centres, Temple Christian College, and Discovery Christian College. Internationally our schools are Sunrise Bethel Christian School in PNG and Faith Christian School in the USA. Our schools offer academic excellence in a faith based setting with teachers dedicated to meeting the needs of their students to ensure they are able to reach their full potential.

The Manager Human Resources & Payroll will be responsible for the areas of human resources and payroll. Leading the payroll team and providing advice and support to leadership in both payroll and human resources are key components of the role. The position will commence in September 2020.

Qualifications

- Possess a relevant qualification

Requirements

- Be a committed Christian and in active fellowship of a local church
- Demonstrate proven leadership skills in a similar role
- Have previous experience in human resources and payroll roles
- Demonstrate a high level of interpersonal, conflict resolution and communication skills
- Show a proven capacity to think and act innovatively
- Demonstrate the ability to work with all levels of staff and management
- A high level of attention to detail is required in this role.

APPLICATIONS CLOSE: FRIDAY 14th AUGUST 2020

Applications must include:

- Your resume
- Covering letter of interest
- Application Declaration Form (available from <https://sunrise.sa.edu.au/careers/>)

You can submit your application:

- Via email to careers@sunrise.sa.edu.au

For further information, please contact Angela:

- Email: careers@sunrise.sa.edu.au
- Phone: 8465 6032



SUNRISE
Christian School