



People & Culture Coordinator

We're a passionate team of professionals, and business people making it easier for real estate agents to navigate the sales process. A proptech platform started in Australia by agents, for agents – Realtair aims to automate and streamline the steps from appraisal to settlement and equip agents with mobile, easy-to-use technology. Our industry-leading platform provides integrated solutions to connect agents with better and more efficient means of doing business every day.

An exciting and rare opportunity for a People & Culture Coordinator to join the team. This is an opportunity to directly contribute to the creation and implementation of P&C frameworks and people strategies. We are looking for someone who can work across all aspects of a generalist remit and add immediate value with what they do.

Our people are what drive our everyday here at Realtair, both inside the business and our members, so we're looking for someone who is passionate about people and has a greater understanding of what makes people tick!

About You

- You must be flexible and willing to help with other duties when required
- Must be detail-oriented and results-driven
- Positive attitude with a willingness to learn and grow within the team

The People and Culture Coordinator is responsible for:

- The administration and coordination for the team
- Recruitment and onboarding across the business
- Documenting and reviewing policies and procedures
- Providing advice and general coaching/support services in relation to people management matters
- Assist in creating and supporting the delivery of programmes (L&D, performance framework, employee metrics)
- An understanding of contemporary HR practices
- Involvement in team initiatives/projects
- Engage and collaborate with our offshore teams
- Ability to work both autonomously and as a supportive team player
- Work with the P&C Consultant to meet objectives and deliver on commitments

Experience

- Experience in a similar role
- A deep understanding of HR practices
- Experience with recruitment
- Basic knowledge of employment law

What we offer

- A flexible environment with an opportunity to work remotely

- Commitment to professional and personal growth and development
- To be a part of a market leading organisation and work alongside some of the most exceptional people in the industry

If this sounds like you, we'd love to hear from you. We have team members all over the country and around the world. The right candidate would have the opportunity to work at our NSW office locations or remotely from other locations across Australia.

Please apply via the link or submit your applications to jobs@realtair.com