

## PEOPLE & CULTURE COORDINATOR

**We are looking for a dedicated People & Culture Coordinator to join our team and help foster a positive, inclusive workplace culture. In this role, you will be responsible for coordinating key HR and employee relations initiatives, ensuring they align with our company's values and objectives.**

The ideal candidate is highly organized, possesses excellent communication skills, and has a passion for supporting employee development.

### **Responsibilities:**

- Manage job postings, interview scheduling, and candidate communication.
- Collaborate with hiring managers for a smooth recruitment process.
- Facilitate new hire orientation and onboarding activities.
- Serve as the point of contact for employee queries and concerns, offering guidance.
- Assist in resolving employee relations matters professionally and confidentially.
- Ensure the protection of sensitive employee information.
- Coordinate the performance appraisal process, ensuring timelines and documentation are followed.
- Monitor performance metrics and provide insights to enhance the process.
- Organize employee engagement initiatives and recognition programs.
- Foster a positive workplace culture through various events and feedback mechanisms.
- Work with teams to continuously improve culture-related initiatives.
- Maintain accurate employee records and update HR databases.
- Assist in payroll, benefits administration, and general HR tasks.
- Ensure full compliance with employment laws and regulations.

### **The ideal candidate for this role should possess the following qualifications and attributes:**

- Bachelor's degree in human resources, Business Administration, or a related field.
- Prior experience in HR or related roles is preferred.
- Strong ability to interact positively with colleagues and employees.
- Excellent time-management and organizational skills.
- Proficiency in Microsoft Office Suite and HR Information Systems (HRIS).
- Knowledge of employment laws and regulations.
- A proactive and team-oriented attitude toward problem-solving.
- Strong oral and written communication skills in both English and Tok Pisin (Pidgin).
- Meticulous in handling tasks with accuracy.
- Strong problem-solving and analytical capabilities.
- Ability to manage sensitive information with integrity.
- Commitment to maintaining high standards of customer service.
- Ability to work effectively with minimal supervision

If you have the skills and key requirements as listed, please send a brief cover letter addressing your relevant experience with your updated CV. Only short-listed candidates will be contacted for an interview.

**All applicants should apply by email only with Position Vacant - People & Culture Coordinator in the subject line to:**

**The Coordinator - People & Culture  
CPL Group, PO Box 1663  
Port Moresby, National Capital District,  
E-mail: [careers@cpl.com.pg](mailto:careers@cpl.com.pg)**

**Applications close 5:00pm on 25 October 2024.**

### OUR BRANDS

