

AUSTRALIAN EMBASSY BRASÍLIA

Supervisor

Nádia Miranda – HR Manager

Position Level

(LE1.1)

Position: HR Intern

Working hours:

HR Morning Intern - 08:30am to 01:30Pm (Monday to Friday)

Total hours per day: 05 - Total hours per week: 25 – Total hours per month: 100

Monthly Stipend: BRL 1.000,00 + Monthly Transport allowance: BRL 150,00

Position Description

1. Responsible for assisting in the HR-related routines:

- Attendance Records – analysis and verification of the completion of the time sheets of the employees, including archive for future reference.
- Admittance and termination – assistance in scheduling medical examinations and general administration of admittance and terminations. Responsible for the filling documents in the appropriate documentation system.
- Contact lists – responsible for monthly update of the pages and contact lists and other directories.
- Recruitment and selection- Support at all stages of the recruitment and selection processes, including receipt of registration forms, statistics, preparation of documents and operational assistance.
- WHS - Assist with WHS activities and maintain the Chancery's first-aid kits.

2. Administrative Functions include, but are not limited to:

- Responsible for the agenda of the official vehicles and the organisation of timetables and schedules with the driver.
- Provide responses to General queries, forwarding calls, receive messages and make phone calls as needed.
- Forward inquiries regarding visas and immigration;
- Responsible for the flow of correspondence from the Embassy, both as input and output; including preparation, shipment, receipt and distribution of correspondence, in addition to acting as an interface with courier and mail companies, if necessary.
- Responsible for preparing every 15 days the diplomatic pouch for sending to Australia, follow receiving weekly diplomatic pouch from Australia. Responsible for the payment of the expenses related to sending the same.
- Perform basic translations where necessary;
- Assist with procurement, preparing quotes, conducting market checks and providing shopping assistance upon request.
- File Management and File Creation in accordance with the instructions and guidelines of the DFAT.

- Responsible for preparing entry permits for visitors and forward to the Guard House/Security team upon due approval.
- Register bills to be paid, forwarding them to the Accounts Team.
- Responsible for creating templates of business cards and ordering them in accordance to the FMM guidelines
- Responsible for electronic filing of incoming and outgoing third person notes from Itamaraty
- Responsible for updating and distributing the Movements List (arrival of visitors and travel of staff members of the Embassy).