



## **People & Culture Coordinator**

SnapComms (an Everbridge Company) is now on the lookout for a friendly and experienced People & Culture Coordinator to join our APAC People team. This is an exciting and challenging opportunity that will see the successful candidate work not only in the New Zealand market, but right across APAC. You'll further develop your skills and experience across the employee lifecycle and get hands-on experience on how to drive a truly people-focused experience across Asia Pacific.

We're a diverse and inclusive team with an unbeatable team culture based on collaboration, continuous improvement and a commitment to employee experience. We're future-focused, working closely with customers to deliver the best solutions for their needs – today, tomorrow and beyond.

Our ideal candidate will demonstrate their passion for people and the ability to be people-focused. You will be the first point of contact for our employees in the APAC region, so a positive, can-do mindset is a must.

We are looking for someone who will always be looking at ways how we can improve the lives of our people and help us continue to build the best working environments. You will work closely with the Director, People & Culture – APAC to support driving a strong APAC people function.

This is an exciting opportunity, not one to be missed.

## **RESPONSIBILITIES**

- Assist the Director, People & Culture - APAC and Talent Acquisition Team with coordination of end-to-end recruitment including the advertisement of roles, shortlisting, interviews and selection.
- Preparation of employment agreements, coordination of employee induction and onboarding processes.
- Organize new hire welcome packs.
- Schedule and coordinate company events and ad hoc celebrations (team building activities, working lunches, celebrations and more)
- Assist with updating versions of all People policies, procedures, guidelines, and forms delegating to the Director, People & Culture - APAC when necessary.

- Supporting the Director, People & Culture - APAC to drive People initiatives.
- Maintaining digital and electronic employee records through the HRIS system.
- Complete employee terminations, offboarding and exit interviews.
- Work with Director, People & Culture - APAC to identify and improve processes and policies.
- Coordinate internal communications, design, and publish content using SnapComms.
- Assist with People & Culture projects.
- Assist with the day-to-day People & Culture function and duties.
- Maintain the People & Culture calendar.
- Assist the APAC HR Business Partners, as necessary.
- Assist the Director of People & Culture, APAC driving a mission-based culture through teams and our organization as a whole and driving our guiding principles.
- Actively engage with the market and your network to promote our Everbridge brand.

## **SKILLS AND EXPERIENCE**

- Good knowledge of People & Culture best practices and people trends.
- Minimum 3 years' experience with solid understanding of the employee lifecycle.
- A genuine interest in making a difference to people's working lives.
- Employment Relations experience is advantageous.
- Experience working with HRIS systems.
- Preference would be experience in a multinational organization with exposure to APAC however this is not mandatory.
- Highly computer literate with capability in MS Office and related business and communication tools.
- Excellent written and verbal communication skills.
- Be accountable; able to self-prioritize and meet deadlines.
- Meticulous attention to detail.
- A naturally curious mindset with a passion for self-development.
- Ability to use your own initiative, self-manage, drive results, and meet outcomes.

## **Some of the amazing things about SnapComms**

- We are in the heart of beautiful Takapuna, Auckland in modern offices that have been purpose-built for us and we are mere metres away from the famous Takapuna Beach. Our offices are full of natural light, we have awesome decks to enjoy the Seaview and the summer ocean breeze.
- With a Breakfast Bar and weekly fresh fruit, you'll be well fed. Our location near Takapuna beach will inspire you, with offices full of natural light and a broad sunny deck for lunch or relaxation, which you are sure to enjoy. You'll be motivated by celebrating shared successes across the whole company, with regular off-site team-building events.
- You'll also receive a commute to work incentive and paid volunteering days – as well as doing a job you love in an environment that encourages you to be your best every day.
- We firmly believe in work/life balance, so you'll be able to work from home some days, enjoy flexible hours and wear casual attire.