



BINDAREE BEEF

— AUSTRALIA —

REGISTERED NURSE/ FIRST AID OFFICER

- Proactive Team Environment
- Challenging & Diverse Role
- Permanent Part-Time Opportunities May Be Available

Bindaree Beef has been committed to providing customers with a superior product for over 20 years. The Company has grown from a small family business into one of Australia's largest meat processors and a prominent leader in the Australian meat industry. Bindaree Beef continue to be a family owned and operated business today; a business built on reputation for product quality and business integrity.

An exciting opportunity currently exists with Bindaree Beef for the role of Registered Nurse/First Aid Officer. In this role you will work closely with our Supervisors, Human Resources, Workplace Health & Safety and Rehabilitation teams committed to reducing risk, minimizing injury and maintaining a safe work culture.

Reporting to the WHS & Injury Management Manager your tasks and responsibilities include:

- Administering first aid treatment as necessary and arranging prompt and appropriate referral as required;
- Completing pre-employment medical screening;
- Maintaining good communication between supervisors and staff team;
- Working proactively with treating medical practitioners;
- Participating and completing all relevant correspondence, including Hazard, Incident Investigation Reports etc., associated with any incidents which may occur;
- Completing data entry and reporting on employee attendance as well as treatments administered daily, and reporting on any trends that occur;
- Conducting drug and alcohol testing as required;
- Developing and maintaining employee medical records;
- Regularly maintain first aid kits and order stock when required;
- Have completed or complete relevant immunisation course/s;
- Attend relevant training as required, including annual CPR update;
- Retain all information confidentially.

Essential Criteria

- Minimum requirement of Occupational First Aid Qualifications
- Minimum 2 years prior experience in a similar role
- Excellent communication, time management and organisational skills
- Must be able to perform well under pressure and time constraints
- Reliable and proven work history
- Commitment to complying with Company Policies, Procedures and relevant legislative requirements.
- Proficient in Microsoft Excel and Word
- Knowledge of Workers Compensation will be highly regarded

To apply for this position, please submit your resume to recruitment@bindareebeef.com.au before Tuesday 31 January 2016. Alternatively, for more information please contact Danna Stephens on **02 6721 1411** to discuss your interest in confidence.