

HR OFFICER - PM SHIFT



LOCATION: BORDERTOWN – SOUTH AUSTRALIA

The Township of Bordertown is surrounded by fertile farmland and vineyards. It is the home of Australia's only know colony of white kangaroos and offers four wheel drive enthusiasts a chance to see the beautiful, rugged environment up close.

We have an opportunity for a HR Officer PM Shift at our Bordertown Plant. Reporting to the HR Manager on site, this diverse role will include functions within Occupational Health and Safety, Employee Relations, Performance Management, Recruitment, Training and Development and payroll. With over 400 employees, the successful candidate will be a key member of a small team that works closely with management and employees to ensure that organisational goals are achieved. It will also involve communication with all levels of employees within the Company.

Responsibilities:

- Implementation of efficient and effective HR practices that are aligned to business objectives.
- Maintaining adequate manning levels for the business.
- Ensuring and supporting positive employee relations.
- Ensuring compliance with legislation, policies and procedures.
- Developing effective relationships with all relevant external stakeholders.
- Updating and maintaining all HR records.

Criteria:

- Detailed knowledge of, and the ability to interpret, Federal & State legislation.
- Experience in the investigation of harassment and discrimination based complaints.
- Experience in recruitment & selection.
- Previous participation in performance management processes.
- Highly developed interpersonal, written and verbal communication skills.
- Excellent investigation and report writing skills.
- Excellent time management skills and attention to detail.
- Ability to establish priorities and meet deadlines.
- Highly organised, proactive and committed to seeing projects through to the end.
- HR/Payroll experience will be highly regarded.
- Background in manufacturing experience is ideal but not essential to be successful in this role.

We are seeking a passionate, energetic individual who is committed to providing effective professional service. This is a fabulous opportunity to join our dynamic, exciting organisation and enjoy the benefits and satisfaction in contributing to the continued growth and success of our business.

JBS Australia is a customer focused, innovative and efficient meat based food processing and distribution Company committed to the highest quality assurance and food safety control measures. With an extensive presence along the Eastern seaboard of Australia including 10 meat processing facilities, 4 feedlots and 7 distribution centres, JBS Australia, a division of JBS, Brazil's largest multi protein producers, draws upon a wealth of knowledge and expertise to ensure that it is not only the industry leader within the meat industry but also an employer of choice.

Applications (including a covering letter and resume)

JBS AUSTRALIA – RECRUITMENT

E-mail: Vanessa.brown@jbssa.com.au

... working together to improve our business, culture and workplace through our people ...

JBS Australia Pty Limited is an Equal Opportunity Employer