HUMAN RESOURCES ADMINISTRATOR / PAYROLL – DENILIQUIN NSW

We are a new major Food Processing Operation about to commence business in Deniliquin. This is an exciting time to join the company and to grow with the business at one of its two processing facilities.

This business is a start-up business with revenue expected to be in excess of $200M within 2 years, employing over 400 people.

Reporting to the HR Manager who is based off site in Melbourne, this opportunity offers a great sense of challenge to an experienced and motivated HR Administrator to work autonomously in a friendly, fast paced and growing environment.

About the Role:

- Assist with streamlining HR processes and administration on site;
- Assist with the development and communication of company policies and procedures;
- Assist with adhoc and planned HR project initiatives;
- Assist the HR team with key business projects and general HR administration tasks as required;
- Draft and send general HR correspondence;
- Manage employee files;
- Payroll (Manage and collate timesheets to send to third party);
- Author of Employment Agreements on site and rate change letters for new and continuing employees;
- Collation of Workers Compensation paperwork and assisting with Return to Work on site;

Essential Criteria:

- Minimum 2 years' experience in a similar role;
- Diploma in Human Resources or currently working towards one - desirable but not essential;
- Strong interpersonal skills;
- Must be able to work autonomously;
- Excellent written and verbal communication skills;
- Ability to exercise discretion;
- Self-motivated;

- Strong sense of initiative;
- Excellent problem solving skills and ability to think quickly;
- High standard of accuracy and attention to detail
- Intermediate computer skills;

The successful applicant will be offered a salary commensurate with their experience.

If you meet the above criteria, and you are interested in applying for this exciting opportunity, please email your CV together with a covering letter to employment@amg.com.au and quote reference number DENHR10.

All applications will be treated confidentially