



Human Resource Recruitment Officer

- Based – northwest NSW
- Challenging and Exiting Opportunity
- Provides Job Stability

The Bindaree Beef Group (BBG) is an integrated branded supply chain meat business delivering global meat solutions through a relentless focus on delivering in full on time with the highest quality assurance, and achieving complete alignment between producers and customers. BBG is a family owned and operated business built on a reputation for product quality and business integrity. Bindaree Beef, the processing facility of BBG, has been committed to providing customers with a superior beef product for the past 30 years and has grown into one of Australia's largest meat processors and prominent leader in the Australian meat industry. Bindaree Beef is located approx. km from the regional town of Inverell which is nestled in the picturesque valley beside the Macintyre River of NSW.

An exciting opportunity currently exists for a proactive, energetic and experienced Recruitment Officer to join our existing Human Resource team on a full-time basis. Reporting to the HR team, the successful candidate will play a key role in ensuring suitable employment of personnel and all associated reporting and correspondence is maintained. This is a dynamic role that includes providing support across HR in recruitment and employee relations.

Working as part of a highly collaborative team, your main responsibilities will include but not be limited to:

- End to end recruitment – liaising with labour hire agencies, creating advertisements, reference checking, administering job offers and commencement
- General HR Administration – creating HR related communications and correspondence;
- Exhibiting confidence in coordinating multiple priorities and displayed ability to deliver on key performance indicators.

To be successful in this role you will have:

- Excellent organisational skills with the ability to multi-task and prioritise demanding workloads;
- Tertiary qualifications in HR, management or similar;
- Minimum 2 years prior experience in a similar role;
- Excellent interpersonal and communication skills;
- Intermediate MS Office competency is essential;
- The ability to be a team focused individual with the capability to work on our own initiative in a fast paced environment.

This is an opportunity to work with some of the best in the industry! To apply, please email your resume and cover letter to morgan.guest@bindareebeef.com.au by the 28th of April, 2017.

Alternatively, for a confidential discussion in relation to this opportunity please contact Morgan Guest on 02 6721 1411.