



Human Resources Officer - Recruitment

- **Join a professional, people focused organisation**
- **Fast paced and challenging role**
- **Based – Inverell, New South Wales**

Bindaree Food Group (BFG) is a vertically integrated supply chain business delivering global meat solutions both domestically and internationally and has solidified its position as a prominent leader in the Australian meat industry.

We currently have an opportunity for a pro-active, innovative and experienced Human Resources (HR) Officer - Recruitment to join our team. The successful candidate will report directly to the Human Resources Manager and will deliver high level human resource services, particularly in the areas of recruitment and retention to engage with our people and to align with business objectives and our Mission and Values.

Located in beautiful Inverell on the Northern Tablelands in New South Wales, the Bindaree Food processing facility carries out a seamless end to end export process, from product sourcing, warehousing to end of process including logistics and shipping.

Key responsibilities of this role include:

- **Recruitment and Retention** – maintain standard manning; coordinate recruitment activities and implement strategies to continuously source talent from multiple sources, including engaging potential skilled workers on Immigration visas; and establish best practice initiatives regarding retention of employees.
- **Stakeholders** - develop and maintain close and positive working relationships with members of the HR team, Managers and Supervisors; and develop and maintain relationships with external agencies and other stakeholders.
- **Data** - administer the coordination, processing and data entry of all paper and electronic HR transactions against quality standards and agreed timeframes; manage and maintain HR systems and databases for the provision and management of HR transactions ensuring accuracy of records and information; coordinate the production and development of management information for the purpose of producing HR reports and metrics used by the Company.
- **Best Practice** – provide pro-active, consistent, engaging and high level human resource services; ensure procedures are carried out in line with internal audit requirements and policies and procedures; coordinate and undertake auditing of employee files within the required timeframes; contribute to the development and review of HR Policies and Procedures; and contribute to continuous improvement initiatives.
- **Team work** - foster a culture of collaboration, inclusion and fairness in all dealing with all employees, Supervisors, Managers and co-workers; promote a culture of care by maintaining ethical standards based on trust and honesty; assist/support the HR team with multiple tasks including first aid, return to work and other HR activities; and any other tasks are required by the HR Manager.

Essential qualifications and additional requirements:

- Sound knowledge of HR functions (Skilled labour functions, Labour Hire companies, EBA wages and benefits, recruitment and retention; training and development etc).
- Understanding of labour laws and disciplinary procedures would be advantageous.
- Strong communication skills, with the ability to interact/collaborate with people at all levels.
- Ability to build and maintain valuable internal and external relationships and networks;

- Demonstrate a commitment to customer service with strong organisational skills and the ability to multi-task;
- Excellent attention to detail and a high level of accuracy; and
- Ability to demonstrate sound judgement and anticipate requirements using initiative.

The successful candidate will be rewarded with an attractive remuneration package negotiated based upon experience and the opportunity to work with a progressive, reliable and stable Company.

Relocation assistance will also be offered where required.

If you are interested in joining a successful organisation which is committed to delivering significant future growth outcomes – then please submit your resume and cover letter, quoting Vacancy Reference Number 1093/2020, to donna.parker@bindareefood.com.au.

Applications close: Friday 24 July 2020

Please note, applications will be assessed on an ongoing basis and therefore we encourage you to apply at your earliest opportunity.