

## **Part Time People and Culture Administrator**

Our client is looking for a qualified and enthusiastic HR professional who will thrive in an environment of autonomy and diversity. The company is a well-regarded and progressive livestock production business, putting people and culture first.

Being the central point of contact for Human Resources department, this role provides an opportunity to exercise a great deal of autonomy, whilst supporting teams both at corporate office and at various properties throughout QLD and NSW. Whilst there are opportunities to travel to site, this is not a day to day requirement in this role.

Beginning as a part time role, this pivotal role will likely progress to full time over the next few years with the business experiencing a period of growth. You will have access to mentoring and training for an opportunity to develop your career whilst being a key contributor to the company's success.

### **We offer:**

- Part-time opportunity working 3 days per week to work around your lifestyle
- Attractive remuneration
- Opportunity to grow your career with mentorship and training available
- Inclusive company culture with a people first mindset
- Inner Brisbane office location

### **The role involves:**

- Power the people first and work safely as a team culture
- Develop and implement programs to increase employee engagement and satisfaction
- Provide advice and support to all employees at all levels including regular check ins, and assistance and guidance in the resolution of minor issues or concerns
- Develop and implement learning and development programs
- Human resources administration, supporting the HR Manager, CEO, CFO and managers
- Coordinate and action the recruitment process for selected roles
- Champion the HRIS software ensuring effective and efficient use and record maintenance
- Draft and review policies ensuring they continue to meet requirements of the business, legislation and best practice
- Support the HR Manager with strategic HR projects
- Assist with WHS management
- Assist with training and development of employees

Our company values focus on quality, safety, ethics, courage and adding value. If you regard these qualities as highly as we do, you will be a great fit.

**The successfully candidate will meet the following criteria:**

- Bachelor's degree in Human Resources or similar
- Previous 2+ years' experience in a HR role
- Motivated and approachable with excellent communication skills
- Previous exposure to the agricultural industry and the pastoral award preferred but not essential
- Previous experience with a remote workforce preferred but not essential

**Application Details**

Please submit your resume to [vanessa@hrmaximised.com.au](mailto:vanessa@hrmaximised.com.au)