

## **Human Resources Officer**

We are seeking an individual looking to utilise their HR skills and experience in a hands on role liaising with our Managers and Supervisors across our agricultural assets management company to assist with the efficient operation of all aspects of our diverse workforce and at times be able to think creatively and outside the box. This role will be based in our Head Office in Griffith NSW.

Reporting to the Financial Controller, the responsibilities of this role include significant HR administration work including;

- Interpreting and providing advice regarding awards, agreements and HR related policies and organisational directives
- Actively assist Management with recruitment and candidate selection
- Preparation of employment contracts and position descriptions
- Assist with job design and evaluation
- Assist with Workcover and Return to Work
- Assist with Induction and Work Health and Safety
- Maintaining of employee records and training registers
- Co-Ordinate relevant workforce training in liaison with Farm Management
- Contractor management including third party labour hire relationships in liaison with Farm Management
- Relief Payroll
- Ad hoc HR Admin Projects

If you are deadline driven, outcome focused and seeking a challenge then this is a role for you. At times, you will be required to manage multiple and often competing deadlines with internal and external stakeholders. If you exude warmth, energy and professionalism and have a genuine interest in making a difference then we wish to hear from you!

To be considered for this position, you should have the following skills and attributes;

- A minimum of three (3) years HR experience at a senior level
- Degree or Diploma in HR and/or proven relevant work experience
- Competent computer skills
- Strong written and verbal communication and interpersonal skills
- Positive attitude and exceptional problem solving skills
- Ability to build and maintain relationships and work confidently with people at all levels within the organisation
- Ability to demonstrate a high degree of confidentiality and attention to detail

Remuneration for this role will be negotiated in accordance with experience and qualifications.

To apply, please forward your covering letter and resume to [hr@wealthcheck.com.au](mailto:hr@wealthcheck.com.au)