

FULL-TIME HR Officer

We are seeking a full-time position to join our dynamic team at Bellevue Pastoral Company. We are a family business and have a fantastic team culture of passionate and dedicated workers. Our office is located 30km east of Narrabri.

THE SUCCESSFUL CANDIDATE WILL DEMONSTRATE THE FOLLOWING ATTRIBUTES: + Dedicated and hard-working + Ability to multitask + Great attention to detail + Genuinely enjoy working with people + A proactive approach to their role + Passion for ongoing learning + Enjoy working with an interactive team.

THE ROLE INCLUDES BUT IS NOT LIMITED TO:

- + HR Management across the entire company
- + Coordinating in conjunction with managers recruitment and inductions process including writing jobs ads, conducting interviews etc
- + Manage all HR Administration, including maintaining personal files, drafting contracts
- + Alongside the managers, coordinate and manage all performance management process
- + Keep up to date with all IR legislation and ensure compliance across all HR policies and Procedures
- + Liaising with managers and the team as required on all HR Matters
- + Attend to all on farm Accommodation across the business
- + Other Administration tasks as required
- + Occasional travel including overnight stays

The role requires the person to take the lead in the HR space, therefore we are looking for someone with at least 5 years previous experience in a similar HR role, with the knowledge of HR legislation and compliance.

There is possibility for further study within the means of the role if this is something you wish to complete. Wages are negotiated with Experience, phone and computer provided. We offer a fun, friendly working space where no two days are the same.

Full working rights in Australian to apply.

FULL TIME HR Officer position If this sounds like you, please contact LEANNE on [0427 456 680](tel:0427456680) or hr@bellag.com.au

For more information about us, visit www.bellag.com.au.

