



HR Administrator

Established in 1888, WCB is a subsidiary of one of the world's largest dairy companies, Saputo Inc. We are one of Australia's largest milk processors at the forefront of the Australian dairy industry and a dynamic business. We sell high quality dairy products to local and export markets and are well-positioned for continuing growth and development through innovation and investment.

We are seeking a qualified, experienced and enthusiastic HR Administration Assistant to join our Human Resources team on a 12-month fixed term contract at our Allansford Site. This position will report to the General Manager of Human Resources.

The HR Administration Assistant will be responsible for providing specific administrative support for exciting HR projects including but not limited to generating and delivering employment contracts and employment conditions to the workforce.

Duties:

- Generate Employment Contracts and Employment Conditions.
- Monitor, scan and record employee records to personnel files.
- Record and document management.
- Coordinate logistics for HR Programs (travel, accommodation, venues etc).

Desirable Criteria:

- The following criteria would be highly regarded:
 - Experience in a similar HR Administrator role will be highly regarded
 - Proficient with MS Office – advance MS Word i.e. mail merge, spreadsheet management
 - Ability to plan and execute projects
 - Discretion, ability to work with confidential information
 - Proven ability to learn and adopt new IT Software
 - Workday & Sharepoint experience

Employee Benefits:

- Employee Discounts on Company Products
- Salary Sacrificing
- Training & Development Opportunities
- Employee Share Ownership Plan

If you believe you have the necessary skills and experience to meet the above requirements we would like to hear from you. Please submit your application to:

Email: aus.recruitment@saputo.com

Applications close 12th March, 2018

*Warrnambool Cheese and Butter is an equal opportunity employer
As we receive a high level of interest in our opportunities, only short-listed applicants will be contacted*