



Position Vacant

MSF Sugar Pty Ltd is an integrated grower, processor, marketer and exporter of raw sugar. We are Australia's largest sugarcane farmer, second largest raw sugar exporter and third largest miller. MSF Sugar has a 124 year heritage in Australia and a future which centres on being an efficient, reliable, high quality supplier of sugar to international markets.

Human Resources Administrator Gordonvale

Applications are invited for the position of Human Resources Administrator to join the MSF Sugar team.

This is a fulltime position, located at our Corporate Office in Gordonvale, which is approximately 20km south of Cairns.

This Human Resources Administrator position provides an opportunity for a experienced administrator to undertake a HR administration role where skills and knowledge can be applied in an organisational setting in the MSF Sugar Human Resources Department.

The role will predominately provide direct support to the Manager Human Resources with the delivery of a diverse range of administration and project support. The position also integrates and takes a key role in the HR Department activities; working collaboratively across the MSF Sugar organisation, across functions, departments and boundaries providing support wherever needed in the areas of human resource management, industrial relations, organisational improvement and communications.

MSF Sugar offers a supportive and positive team environment. This is an exciting opportunity to be part of a major player in Australian agribusiness.

Applicants will be required to undergo pre-employment drug and alcohol testing, and some positions may also require a medical assessment.

Further information can be found on our website or by contacting:

Anjit Ply-Ngam – Manager Human Resources

Email: anjitply-ngam@msfsugar.com.au

To apply, click 'Apply for this job' via Seek.

Applications close on **28th February 2020**.



Position Description

Position Title:

Human Resources Administrator

POSITION AUTHORISATION

Incumbent:	 (Signature) (Date)
Prepared By:	Human Resources Advisor (Signature) (Date)
Approved By:	Manager Human Resources (Signature) (Date)

POSITION DEMOGRAPHICS

Business Group / Division:	Human Resources
Reports Directly To:	Manager Human Resources
Reports Indirectly To:	N/A
Subordinates:	Nil
Team Membership:	Human Resources
Work Site:	Corporate Office, Gordonvale
Job Status:	Permanent - Fulltime

POSITION PURPOSE

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AUTHORITY TO ACT

In accordance with the company Delegations of Authority policy.

KEY RELATIONSHIPS

(Internal & External)

The key relationships will be with the following:

- Manager Human Resources
- Human Resources Advisor
- Shared Services Manager
- Safety Advisors
- WorkCover

KEY DUTIES

The employee's duties and responsibilities include but may not be limited to:

- Attend to enquiries promptly and efficiently and provide courteous and accurate advice.
- Take a lead role in the coordination of the end to end recruitment process (including all seasonal recruitment) and all of its administrative requirements including: advertising, sending out advice letters to applicants, booking applicants for interviews, creating and forwarding recruitment files, providing selection process forms to selection panel members, coordinating and quality checking selection reports ready for approval, drafting of employment contracts and liaison with Payroll for the updating of the MSF Sugar employee establishment.
- Preparing induction packs and updating of induction materials.
- Take accountability for the management of the HR Department document management system and HR interface with SAP including the creation, updating and appropriate profiling and filing of documents.
- Prepare electronic documents as directed by the HR Manager and HR Advisor including Word documents, Excel spread sheets, Visio charts, Power Point presentations, etc.
- Assist with the preparation and delivery of agenda items for HR Department meetings and the taking of minutes.
- Undertake the placement of orders and processing of invoices for the HR Department.
- Take responsibility for assisting the Manager Human Resources and the HR Advisor with the full range of administrative requirements of the Department.
- Assist in improving the current HR systems, policies, procedures and frameworks through the timely and effective delivery of specific projects as allocated by the Manager Human Resources.
- Participate in and support the roll-out of continuous improvement initiatives.
- Take responsibility for the coordination of and administrative needs in respect to training requirements as delivered by the HR Department including; booking participants for training, coordinating catering, producing attendance lists and ensuring training procedures and paperwork is completed by staff.
- Coordinate, monitor, follow up and provide reminders to other HR Department team members and other departments in relation to new employee inductions and probation period management.
- Assist with ensuring all new employees have completed employee department level inductions, drug & alcohol testing, etc.
- Assist with ensuring all resigning employees are appropriately off-boarded and offered the opportunity to complete an exit interview.
- Undertake research on HR topics and issues as required from time to time.
- Support and inform all MSF Sugar employees in relation to workplace benefits, workplace rights and their responsibilities to embrace the values and adhere to the policies of the organisation.
- Develop and maintain effective working relationships with other MSF Sugar managers.



Position Description

- Contribute to the safety culture of MSF Sugar by reporting all incidents and hazards and ensuring work is undertaken in the safest way possible, following all WHS legislation, policies/procedures and guidelines relevant to the job.
- Any other duties appropriate to the role as directed by the Manager Human Resources from time to time.

ESSENTIAL SKILLS & QUALIFICATIONS

Formal Qualifications:

- Past administration experience, preferably in a Human Resources setting.
- Current Queensland Drivers Licence.

Personal Skills and Attributes:

- A genuine interest in developing a career in HRM.
- Strong verbal and written communication skills.
- Strong administrative and organisational skills.
- Demonstrated productive personal behaviour.
- Takes personal accountability for own development.
- Ensures confidentiality is maintained at all times.
- The ability to act in a confidential and sensitive manner.
- A willingness to travel to regional offices on occasion.
- An interest in working with people.
- The ability to work as part of a team.
- The ability to work accurately, with good attention to detail.
- Advanced capability in the use of computers and the Microsoft product suite particularly Excel, Word, etc.
- Sound and accurate judgment, treats people with respect, works ethically and with integrity, respects confidentiality, and approaches others in a diplomatic and tactful manner.
- Good research skills.

GENERAL

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of MSF Sugar and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company ten overarching policy statements.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organization's needs, may be varied from time to time consistent with the incumbent's training and skills.

Finally, this document serves primarily to make clear to the incumbent the areas of organization activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.