

## ABOUT RURAL DIRECTIONS RECRUITMENT & HR:

---

Founded in 2005, Rural Directions Recruitment & HR are nationwide providers of Primary Sector recruitment and people management solutions. Our Clients businesses are across the food and fibre sector; we place Job Seekers into hands-on operational farming roles at all levels through to administrative and executive management roles.

We offer our Clients and Job Seekers a unique blend of industry knowledge and networks in our sector, with a focus on going the extra mile to secure the right person for the right job every time. We have a strong sense of our values and apply respect, integrity, transparency and excellence to our work. Rural Directions Recruitment & HR currently encompasses a team of four and shares an office with Rural Directions Advisory Services in the heart of Havelock North, Hawke's Bay.

More information on Rural Directions can be found at [www.ruraldirections.co.nz](http://www.ruraldirections.co.nz)

## POSITION OVERVIEW:

---

POSITION TITLE:	Recruitment & HR Administrator – Fixed Term (Parental Leave Cover)
LOCATION:	Havelock North, Hawke's Bay.
START DATE:	Early - Mid January by negotiation
JOB TYPE:	Full-time – Fixed Term
DAYS/HOURS:	Monday – Friday, 8.30am – 5.00pm
REPORTS TO:	Gretchen Parkes - Manager
INTERNAL RELATIONSHIPS:	Managers and Staff within Rural Directions Subsidiaries
EXTERNAL RELATIONSHIPS:	Clients, Job Seekers, Suppliers and all Visitors

## PRIMARY POSITION FUNCTION:

As the Recruitment & HR Administrator you will provide support to the Rural Directions team; ensuring the smooth running of office processes and procedures. The role offers a variety of tasks from Client and Job Seeker process management and service delivery, document preparation, marketing, system management and special projects along with a range of general administrative duties, including frontline reception.

## KEY AREAS OF RESPONSIBILITY:

- Recruitment & HR assistance including advertisement writing, uploading of jobs, due diligence and the management of job seeker applications
- Marketing and promotion of Rural Directions' brand and services including proposals, marketing materials, website maintenance and social media content
- High level preparation of HR documents and templates in conjunction with the Manager
- Maintaining candidate and client records
- JobAdder recruitment software management and Microsoft Office 365 folder management



- Relationship Management including liaising with clients and job seekers ensuring timely delivery of recruitment & hr services
- Identifying and assisting in the improvement of policy and procedures
- General administration duties including frontline reception, answering main office phone and supplier management/liaison

#### QUALIFICATIONS, SKILLS & EXPERIENCE REQUIRED:

- Rural or primary industry affinity highly desirable
- High level of computer literacy skills
- Well-presented and articulate communicator
- Exceptional eye for detail and accuracy
- Excellent grasp of the written English language and grammar
- High level of organisation and co-ordination skills
- Strong relationship management skills
- Ability to work collaboratively with a team focus
- Strong time management skills with the ability to work to deadlines
- Ability to work autonomously
- Good problem solving skills with the ability to be proactive and use initiative
- Willingness to learn
- Ability to keep information in confidence

#### PERSONAL ATTRIBUTES REQUIRED:

- Friendly and professional communication style
- Enthusiastic and cheerful disposition
- Displays honesty, integrity and a sense of “care” towards others
- Adaptable, reliable and prepared to go the extra mile
- Ability to understand the amazing possibilities within New Zealand’s Primary Sector

#### CAREER OPPORTUNITIES/BENEFITS:

- Great team environment
- Enjoy an office based role whilst having a connection with the rural/primary sector
- Fantastic opportunity to develop your Recruitment & HR knowledge
- See inside a multitude of New Zealand’s food and fibre producing businesses

