



Job Description

Position: HR Assistant
Reports to: HR and Admin Coordinator

Company Vision

"We will be the very best foodservice distributor by being innovative and responsive to the interest and continued success of our customers, which in turn will provide for the success of our co-workers, suppliers and community"

Overview

The primary responsibility of this role is:

- To promote a positive work culture through employing the right people and assisting management to encourage staff to be their best and promote the values of the company at all times

Functional Relationships

- General Manager, Assistant General Manager, HOD's and Supervisors

Recruitment and Selection

- Process recruitment requests as required
- Assist with the branch recruitment tools/service providers, review and coordinate applications.
- Help improve the branch induction & training tools
- Enter new employees into the Engage employee management tool.
- Liaise with recruitment agencies and WINZ representatives where/if appropriate
- Organise and undertake interviews alongside department managers
- Ensure completion of employment application forms and pre-employment tests where necessary
- Arrange pre-employment checks with a nominated provider. (ACC, Ministry of Justice, reference and NZTA checks)
- Arrange pre-employment drug testing for all new or potential employees as well as post incident testing.
- Ensure that all new employees receive correct and accurate employment documentation ensuring that it is all signed correctly prior to their commencement date.

- Ensure staff complete the new employee online inductions before commencement.
- Liaise with the relevant HOD to create an induction/training schedule for the new employee
- Assist with inductions for new employees ensuring issue of appropriate PPE, uniform and tools for the job.

Employment Relations

- Provide administrative support to the HR and department managers with any employment relations issues, including disciplinary meetings, recruitment, terminations and if required working with EMA.
- Ensure that Human Resource matters are handled confidentially and professionally
- Respond-to or forward-on any employee queries promptly

Payroll

- Be a backup for payroll processing for the branch
- When required, assist with any staff payroll queries or disputes to ensure all staff are paid correctly.
- Assist with any public holiday variation of employment letters, notices for affected staff – at least 1 month in advance.

General

- Help manage (in conjunction with HOD's) the Engage employee management tool.
- Actively promote safe work practices and compliance with Health & Safety and Food Safety Program's from all staff, as well as managers and supervisors
- Assist with all required daily, weekly and monthly checks, ensuring records are accurately completed, checked and filed
- Assist other staff or departments with other sundry duties as directed by your manager.
- Provide back up for branch compliance

Health and Safety

- Any health, safety, security issues or accidents are reported through the appropriate reporting and action methods.
- Fully conversant and compliant with company and department H&S and food safety procedures, policies and directives. Adhere to Health and Safety rules outlined in your Employment Agreement.
- Under the Health and Safety at Work Act 2015, you are obliged to take all practical steps to ensure your own safety at work and to ensure the safety of all other persons in the workplace.
- Observe Company policies on personal hygiene, wounds and infectious illnesses

Food Safety

- As per your Employment Agreement, ensure that you observe and follow all company policies and procedures within the Food Control Plan.
- Assist with the implementation and maintenance of the company's Food Safety Program.

Key Performance Indicators

- High level of accuracy of completed employment documentation and filing as per legislative requirements
- High level of accuracy in payroll processing
- Contribution to the achievement of goals within the overall operations group
- Perceptions of teamwork by other staff with functional relationships
- 100 % Compliance with food safety requirements
- 100 % Compliance with legislative and company health & safety requirements
- 100% Compliance with company policies and procedures
- Safe and careful handling of company property at all times

100% confidentiality standard required with any employees information and employment or personal details.

I accept this position and its accountabilities and I agree to use the systems, to meet the standards and to produce the stated outcome.