

## Position Description

<b>Position Title:</b>	<b>Talent Acquisition Advisor</b>
<b>Reports to:</b>	People Partner
<b>Direct Reports:</b>	N/A
<b>Full/Part time:</b>	Permanent Full-time Position
<b>Location:</b>	Head Office, 62 Ascot Road
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>▪ Abodo Whanau specifically Sales, ops and production teams</li> <li>▪ Key suppliers</li> <li>▪ Key customers</li> </ul>

### Main Purpose (Summary)

Responsible for providing support to the People and Culture team in various administrative and operational tasks related to employee management and organizational development.

### What you will do (Key accountabilities and tasks)

On a day-to-day basis, the role will:

- Assisting with end-to-end recruitment – posting job adverts, conduct phone screens, assisting with interviews, reference checks.
- Support with onboarding and offboarding
- Maintain confidentiality and security of employee records and documents
- Assist in developing and updating HR documents and policies
- Provide general administrative support to the People and Culture team
- Update and maintain HR information systems
- Coordinate Lunch n Learn sessions
- Support employment branding alongside marketing team
- Visa and immigration support

### What you will bring – (Technical and role related experience)

- 2-3 years' experience in HR
- Strong attention to detail and administrative skills
- Good understanding of employment- related legislation and employment relations best practise
- Strong relationship building, influencing and interpersonal skills
- Attitude and willingness to learn all things HR

### What you will be valued for – (Core competencies)

These are skills and behaviours that are important for success in this role.

**Customer Focus:** Timely and accurate processing of transactions to support better customer experience.

**Instils Trust:** Follows through on commitments. Is seen as direct and truthful. Keeps confidences. Practices what he/she preaches. Shows consistency between words and actions.

**Interpersonal Savvy:** Relates comfortably with people across levels, functions, culture and geography. Acts with diplomacy and tact. Builds rapport in an open, friendly and accepting way. Builds constructive relationships with people both similar and different to self. Picks up on interpersonal and group dynamics

**Plans and Aligns:** Planning and prioritizing work to meet commitments aligned with organizational goals

**Decision quality:** Making good and timely decisions that keep the organization moving forward



### What is important to us - (Our Values)

Our Values are about why and how we do things and how they form the foundation of our culture.

#### It Will Be OK

We don't take chances. We will ensure we are a reliable supplier of carefully crafted products and services

#### Customer Spotlight

Our entire team recognises the importance of customers. We manage their expectations to see them exceeded

#### Solid Bond

Like a perfectly formed finger joint we will work together to get a better result. We are a family and we treat each other with respect

#### Future Thinkers

We will actively seek to provide solutions to our customers problems and our own internal problems with a spirit of innovation

#### Walking the Talk

We don't just supply sustainable products. We will bring sustainability into the way we work and where we work

The duties contained in this Position Description may be modified and updated by the Employer from time-to-time following agreement with the Employee. This above information is intended to describe the general nature and level of work being performed and therefore does not imply that the duties/skills listed are the only duties/skills to be performed by the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

PD Created:	Muskaan Kumra	PD Last updated:	24/04/2024
Manager: (Signature)		Position Holder: (Signature)	
Updated by:	Muskaan Kumra		

