

Position Description

Position: HR Coordinator
Department: Human Resources
Reports to: Senior HR Advisor

Scope of Role:

The key purpose of the HR Coordinator role is to provide HR support to the business to effectively manage risk, enhance the capability of people resources in order to achieve Enatel's strategic objectives. The role provides comprehensive guidance to the business on HR related matters, including employment relations, compliance and employment law, health, and safety.

Key Responsibilities:

- Handling employee inquiries and supporting managers with HR-related matters.
- Responding to and advising on day-to-day HR matters.
- Assisting with compliance with employment laws and employment relations matters.
- Assisting in performance management processes, including conducting evaluations and document feedback.
- Updating policies and assisting in the re-drafting of the employee handbook and IEA's.
- Staying up to date with HR best practice and industry trends and reporting back to management.
- Assisting in the analysis of HR metrics and reports for management review.
- Prepare employment agreements, letter of offer and variations for new and existing employees.
- Working with Senior HR Advisor and Senior HR Manager to achieve best practice HR systems and policies for the business.
- Update HR statistics and reporting documents to retain confidential data and provide information as required by the Senior HR Advisor or Senior HR Manager.
- Maintain and update all Employee records.
- Prepare the HR Enatel Monthly and quarterly reports for IDEAL Industries.
- Coordinate employee exit information, documentation, and communication.
- General HR coordination support on an "as required" basis.

Skills Required:

The ability to carry out delegated tasks and projects with minimal supervision is essential for the job. Self-confidence and strong organizational skills are also necessary, as is the ability to work under pressure.

- Proven experience as an HR Coordinator or relevant HR positions.
- Sound understanding of HR information, including New Zealand employment law, and the ability to convey this to a variety of audiences.
- Strong organizational skills with the ability to prioritize multiple tasks and meet deadlines.

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- Excellent oral communication skills and effective listening skills.
- Strong attention to detail.
- Proficiency in Microsoft Office packages, including Visio, to an intermediate level.
- Proven ability to write at a high standard (clear, accurate, concise, appropriate to audience).
- Well-developed analytical skills.
- Ability to work independently, multi-task, and use initiative.
- Strong interpersonal skills – ability to build effective working relationships with a broad range of people.
- Personal integrity, sound judgement and an honest and ethical approach.

General:

- Upholds the company values.
- Perform any other tasks as required by your manager and/or the business.
- Contributes to the achievements of department goals and objectives.

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Adhere to all health and safety policies whether at our Christchurch premises or elsewhere.

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

Key Relationships:

Internal	External
<ul style="list-style-type: none">• HR Team	<ul style="list-style-type: none">• Employment Law Experts
<ul style="list-style-type: none">• Senior Leadership Team	<ul style="list-style-type: none">• IDEAL Industries
<ul style="list-style-type: none">• All Enatel Employees	

Person Specification:

Attribute	Essential	Desirable
Qualification / Licenses	A degree in HR or similar and/or at least 3 years' experience in a similar role	Relevant tertiary qualification
Skills & Attributes	High integrity and trust The ability to learn quickly in a new environment Strong verbal and written communication skills	

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	<p>Proficient in using Microsoft Office (including Visio)</p> <p>Ability to work with a diverse range of employees</p> <p>Open minded and empathetic</p> <p>Excellent time management</p> <p>Friendly and approachable</p>	
<p>Experience & Knowledge</p>	<p>3 years plus experience in a similar HR role</p>	<p>3 years plus experience in an HR Coordinator role</p> <p>Experience in a manufacturing environment</p>