

HR ADMINISTRATOR



EastPack
WORLD CLASS ORCHARD TO MARKET

Quarry Rd, Te Puke

EastPack is a well established grower-owned Kiwifruit packing and coolstorage operation with facilities in a number of locations in the Bay of Plenty and Northland.

We are seeking an HR Administrator on a fixed term contract within our HR team based at our Quarry Rd, Te Puke site.

Reporting to the HR Manager, the role will support the HR team to ensure all seasonal staff hours are logged and tracked in an efficient manner. You will excel in your ability to relate to people from all walks of life and strive to provide outstanding customer service. An understanding of HR or a willingness to learn will be advantageous. Computer skills are essential.

Applicant skill and experience requirements:

- Excellent organisational and time management skills
- Ability to work well with a diverse range of people
- Attention to detail and data accuracy
- Ability to multi-task and prioritise appropriately
- Ability to work flexible and sometimes long hours
- Excellent verbal and written skills
- Enthusiastic, positive and willing to go the extra mile

This is an exciting opportunity to join the Quarry Rd HR team and be part of a fast paced rewarding environment. There is the possibility of ongoing work after the main packing season has finished

Applications to: Megan Porter

EastPack Ltd, PO Box 243 Te Puke 3153

or email: megan.porter@eastpack.co.nz

Closing date of: 5pm Fri 10th February 2017

To request a position description please contact

Megan via email

www.eastpack.co.nz



OUR VISION **World Class Orchard To Market**

- Leading Financial Performance • Superior Customer Service
- Operational Excellence • Our People • Sustainable Future