Human Resource Generalist

Richmond Dairies Pty Ltd – Casino, NSW

Richmond Dairies is seeking a practical and experienced **Human Resource Generalist** to coordinate and support the day-to-day Human Resources function at our dairy manufacturing facility in Casino, NSW.

This is a hands-on role working closely with senior management, supervisors and employees across the business. The position will be responsible for the day-to-day coordination of HR activities, including recruitment, employee administration, performance management, employee relations, training and HR compliance.

We are looking for someone who is organised, approachable and comfortable working in an operational manufacturing environment, with the ability to build strong relationships across all levels of the business.

About the Role

Reporting to the Senior Management Executive, the Human Resource Generalist will be responsible for coordinating the day-to-day HR function across Richmond Dairies.
This role requires a high level of confidentiality, initiative, judgement and organisation, together with the ability to identify issues, follow matters through and know when escalation to management is required.

What You'll Be Responsible For

Your key responsibilities will include:

- Coordinating day-to-day HR activities across the business.
- Managing recruitment and selection processes.
- Coordinating employee onboarding and offboarding.
- Preparing employment contracts, variation letters, position descriptions and other HR documentation.
- Maintaining accurate and confidential employee records and HR documentation.
- Coordinating probationary reviews and scheduled performance reviews.
- Maintaining employee training, competency and qualification records.
- Coordinating employee training and development requirements.
- Supporting managers with performance management and disciplinary processes.
- Supporting management with employee relations matters.
- Maintaining and assisting with the review of HR policies, procedures and systems.
- Supporting payroll and employee administration as required.
- Monitoring outstanding HR actions and ensuring required follow-ups are completed.
- Providing guidance to supervisors and employees on HR policies and employment matters.

- Identifying matters requiring management attention and escalating them appropriately.
- Lead and coordinate EBA negotiations, including engagement with employees, unions and the Fair Work Commission.
- Identify and work on opportunities to improve culture and performance.

What You'll Bring
We are looking for someone who is accurate, organised and comfortable working in a fast-paced food manufacturing environment.

You will ideally bring:

- Previous experience in an Human Resource Generalist, HR Coordinator or similar role.
- Sound knowledge of Australian employment practices and workplace relations.
- Knowledge of Modern Awards and the Fair Work framework.
- Experience supporting recruitment, employee relations and performance management.
- Strong organisational and communication skills.
- High attention to detail and ability to maintain accurate and confidential records.
- Confidence working directly with managers, supervisors and employees.
- Practical, hands-on approach and willingness to be part of the day-to-day operation.

Highly Regarded
The following would be an advantage:

- Qualification in Human Resources or a related discipline.
- Experience in manufacturing, food manufacturing or another operational environment.
- Experience with payroll, workers compensation and return-to-work processes.
- Experience developing or reviewing HR policies and procedures.

Why Join Richmond Dairies?

This is an opportunity to join an established dairy manufacturing business and work across a diverse range of products and manufacturing processes.

You will work closely with experienced Technical, Quality and Production teams and gain exposure to laboratory testing across multiple dairy product categories.

The role offers the opportunity to develop your technical skills while making a direct contribution to manufacturing performance.

If you are a practical and detail-focused who takes pride in producing accurate results and enjoys working as part of a manufacturing team, we would like to hear from you.

Apply with your resume and a brief cover letter outlining your relevant experience.