



Flavourtech Pty Ltd

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Support: 1800 38 7877 • support@flavourtech.com

Or flavourtech.com for local contact numbers

ACN: 003 812 226 • **ABN:** 58 003 812 226

Position Description: People and Culture Officer

Reports To: People and Culture Manager

Work pattern: Full time.

Position Summary

The People and Culture Officer is responsible for supporting the delivery of end-to-end recruitment, employee engagement, learning and development, and general people and culture operations. The role also provides administrative and coordination support across office operations, internal communications, WHS systems, and community engagement initiatives.

Key Responsibilities

Recruitment & Onboarding

- Coordinate end-to-end recruitment processes as directed, including advertising vacancies, managing social media job postings, screening applications, coordinating interviews, and conducting reference checks
- Manage onboarding processes (oversee communications, new system set up, uniform ordering, inductions) to ensure a smooth and compliant induction experience for new employees
- Maintain accurate recruitment and onboarding records in line with company requirements

Learning, Development & “Grow Our Own” Initiatives

- Assist in the coordination of company training initiatives
- Support the maintenance and ongoing development of the Learning Management System (LMS)
- Maintain training records and ensure compliance with organisational requirements
- Support the organisation’s commitment to “Grow Our Own” by coordinating school engagement programs and initiatives
- Oversee scholarship programs and related activities
- Support the recruitment and ongoing coordination of apprentices and trainees

Engagement & Communications

- Oversee the planning and coordination of staff events, customer meetings, catering, and internal functions
- Coordinate internal staff communications and company-wide engagement activities
- Support the organisation and delivery of social events and cultural initiatives
- Coordinate community engagement activities, including donations, sponsorships, and participation in local events
- Support the preparation and distribution of marketing materials, including banners, brochures, and merchandise inventory management and dispatch

WHS & Compliance Support

- Monitor and maintain first aid kits and related WHS equipment
- Assist with maintaining WHS systems, records, and compliance documentation
- Oversee the company-wide workwear /uniform ordering and distribution process.

General Administration

- Oversee the company travel management system
- Provide general administrative support to management, including reception duties, answering and directing incoming calls, handling customer and visitor enquiries, and sign-in processes
- Undertake additional duties and projects as required to support the People and Culture function and broader business needs



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Key Skills & Attributes

- Strong interpersonal and communication skills
- High level of organisation and attention to detail
- Ability to manage multiple priorities and deadlines
- Strong customer service and stakeholder engagement focus
- Proficiency in MS Office and HR/administration systems (e.g., LMS, HRIS desirable)
- Discretion and professionalism when handling confidential information
- A proactive and collaborative approach to work

Selection Criteria – Essential

1. Experience in a Human Resources, People & Culture, or administrative support role
2. Demonstrated experience in recruitment coordination, onboarding, or HR administration
3. Strong organisational and time management skills with the ability to manage competing priorities
4. Excellent communication and interpersonal skills, with the ability to engage a wide range of stakeholders
5. High attention to detail and accuracy in record keeping and data entry
6. Proficiency in Microsoft Office Suite and ability to learn HR or business systems (e.g., LMS)
7. Demonstrated ability to maintain confidentiality and handle sensitive information appropriately
8. Strong customer service focus with a proactive and professional approach

Selection Criteria – Desirable

1. Experience supporting learning and development or training coordination
2. Exposure to WHS administration or compliance support
3. Experience with event coordination or employee engagement activities
4. Familiarity with recruitment systems, HR platforms, or learning management systems
5. Experience working in a fast-paced or multi-faceted administrative environment