Human Resources Officer

* Fantastic opportunity to kickstart your HR career in the mining industry
* Brisbane based with regular travel to mining site in Julia Creek
* Full time
* Competitive Salary
* Exceptional professional development with strong mentoring and coaching from highly experienced HR Leader

**About Us**

Multicom Resources Pty Ltd is the only Australian company capable of producing Vanadium and HPA with Government Environment Authority and Mining Leases Approved. We are developing the Saint Elmo Project which will involve the construction of a mine, concentrator and two refineries on site 15km east of Julia Creek. The refineries will produce the critical minerals of Vanadium and High Purity Alumina.

The vast majority of our team live locally in the Julia Creek region. We offer an attractive roster to enable non-local team members to join the team and also see their families regularly.

We offer more than a job, we provide growth, development and a long-term future in Australia’s most exciting critical minerals refining operation.

**About the Opportunity**

We are currently seeking a motivated and resourceful individual to join our HR team as a Human Resources Officer. If you enjoy developing and improving processes, driving continuous improvement, overcoming challenges through solving problems, want to develop your HR technical knowledge, and can demonstrate a strong appreciation for confidentiality required to develop a high level of trust and credibility with our team, this opportunity is perfect for you. This role will report directly to the HR Executive and through a strong partnering relationship work closely with all Leaders to ensure a positive people experience for all team members.

Responsibilities will involve tasks in the following key areas:

* + Recruitment & selection
	+ Onboarding, Induction & Offboarding
	+ HR Compliance & Records Management
	+ Probation Management
	+ Performance Management
	+ Training & Development
	+ Benefits Administration
	+ Employee Relations

**About You**

The successful applicant will be highly adaptable and reliable, demonstrate they can work well in a team and have a positive attitude, and possess an absolute preparedness to go beyond through working outside their normal responsibilities if required to help the team succeed. This is the Multicom Way.

You will be fit, healthy and able to pass a medical exam prior to commencement.

We expect you will possess the following:

* + Formal qualifications in Human Resources (preferred)
	+ Minimum 3 years’ experience working in a Human Resources role (preferred)
	+ Strong understanding of Human Resources related policies and procedures
	+ Demonstrated well developed administration skills is essential
	+ Demonstrated ability to handle sensitive and confidential information with discretion and trust is essential
	+ Previous experience in a start-up business beneficial
	+ Demonstrated strong interpersonal skills, time management and prioritisation skills
	+ Demonstrated strong eye for detail
	+ Demonstrated commercial nous to support development and implementation of policies and procedures.

We are focussed on building a team of people who are ambitious, play as a team, and able to use their initiative to drive outcomes. If you want to work with industry experts and gain exposure to Queensland’s most exciting new critical minerals company, please apply below, and we will contact you soon.

***Apply today by emailing*** ***jobs@mcres.com.au******.***

*Please note, although developing relationships with agencies forms a component of the Multicom Resources talent acquisition strategy, on this occasion agency submissions will not be accepted.*