



POSITION DESCRIPTION

Position Title	Training Assistant
Business Unit	Northern
Function	Human Resources
Location / Site	Dinmore Plant
Reports To	Training Coordinator

Company Mission, Belief & Values

Our Mission

To be the best in all that we do, completely focused on our business, ensuring the best products and services to our customers, a relationship of trust with our suppliers, profitability for our shareholders and the certainty of a better future for all our team members.

Our Beliefs

-  Focus on the details
-  Hands-on
-  Things are achieved only with hard work
-  The right person in the right place
-  Passion for what we do
-  Attitude is more important than knowledge
-  Leaders must win over their team members
-  Lead by example
-  Focus on results
-  Work with people who are better than us
-  Truly believing makes the difference
-  Quality projects/services

Our Values



To enable this success, we expect all JBS Australia employees to demonstrate behaviours that support and drive the achievement of the Company Values and Mission Statement.

Excellence in JBS Australia

-  Help us improve the way things are done and identify improvement opportunities.
-  Participate in the annual Performance Cycle.
-  Know and commit to using company processes, operating procedures and policies for your role.
-  Embed the company values in daily interactions and tasks by demonstrating the values, and recognising ideal behaviours in others.

Quality, Workplace Health & Safety & Environment

-  Report all workplace incidents, accidents and hazards immediately to your Leader and rectify minor hazards that can be safely controlled.
-  Meet all requirements relating to Quality, WH&S and Environmental Management as stated in Company Policies, Procedures and Guidelines.

Limits of Authority

-  Comply with all authority limits as per operating procedures, instructions and policies.
-  May not introduce fundamental changes to business processes without approval.
-  May not make statements to the press / media without approval of the Corporate & Regulatory Affairs Manager.



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POSITION DESCRIPTION

Role Summary

The Training Assistant provides administrative and coordination support to the training and human resources teams. This role involves organised, structured tasks such as maintaining training records, supporting onboarding, and assisting with training coordination.

Core Responsibilities

- Assist with organising training schedules.
- Support recruitment activities and onboarding processes.
- Help ensure new team members complete required training.
- Maintain accurate and up-to-date training records.
- Organise and store physical and digital employee files.
- Ensure records are easy to access and meet audit requirements.
- Organise and file HR and training documents in a clear and consistent way.
- Maintain confidentiality of employee information.
- Follow workplace rules and legal requirements.
- Answer phone calls and respond to basic enquiries.
- Prepare simple reports and documents.
- Support general administrative tasks for the HR and Training teams.
- Communicate with HR, First Aid, Payroll, and other teams to share information.
- Help ensure tasks are completed on time.

Knowledge, Skills and Abilities

Must Have

- Organisational skills — able to keep information organised and up to date.
- Comfortable using computers and willing to learn new systems.
- Attention to detail and accuracy.
- Ability to work independently on tasks and contribute positively to a team.
- Clear and respectful communication skills.

Nice to Haves

- Experience in a production or industrial environment.
- Experience in HR administration or data entry.

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Team member signature

Enter name

Team member name

Select or enter a date

Date signed