Oakey Beef Exports Pty. Ltd.
ABN 57 009 677 598

Oakey Connection Road
PO Box 156
Oakey, QLD 4401 AUSTRALIA
Telephone: 07 4692 0000 Fax: 07 4692 0095

HR/Training Assistant

Part time, approximately 3 days a week, with possible increase later.
Preferred hours 6:00am to 2:00pm and preferred days Monday, Tuesday, Wednesday.

POSITION DESCRIPTION

DIVISION / FACILITY	Oakey Beef Exports
KEY RELATIONSHIPS (INTERNAL)	• Training Coordinator • Department Supervisors • Human Resources • Payroll and Finance • Employees, supervisors and visitors
REPORTING RELATIONSHIPS	Reports to: • Training Coordinator • Direct Reports: Nil
LOCATION	Oakey Connection Road, Oakey QLD 4401
PAY RATE	Training Assistant (Level 8) $28.31 per hour
DATE LAST REVIEWED	September 2026

ORGANISATION MISSION
To deliver the joy of eating to millions across the globe. Our company is a place where employees can feel truly happy and fulfilled.

ROLE PURPOSE
The HR/Training Assistant provides administrative support to the HR and Training teams, with a focus on employee and training records, filing, scanning, document preparation and general office administration.

ROLE RESPONSIBILITIES

Key Result Areas

Core Responsibilities

- Work effectively in an office environment, using computers, email and Microsoft Office programs as part of day-to-day tasks.
- Scan employee files and HR and training documents, ensuring information is saved and filed correctly.
- Maintain accurate physical and digital employee and training records, ensuring information is complete, easy to locate and filed using established filing systems.
- Print, photocopy, collate and prepare training manuals, onboarding packs and other employee materials.
- Update databases, training registers and other administrative records accurately.
- Assist with onboarding administration and preparation of employee documentation.
- Provide general administrative support to the HR and Training teams.
- Maintain the confidentiality of employees and business information.
- Follow established workplace procedures, policies and legal requirements.
- Manage allocated tasks and work towards agreed timeframes.
- Ask for clarification or support when instructions, priorities or expectations are unclear.
- Meet mandatory workplace health requirements, including Q Fever vaccination.

Desirable Skills and Personal Attributes

- Good computer skills, including Microsoft Office applications, email and data entry.
- Good accuracy and attention to detail.
- Good organisational skills and ability to keep records and documents in order.
- Able to communicate appropriately with colleagues, visitors and managers.
- Able to follow instructions, processes and procedures.
- Able to work independently and as part of a team.
- Reliable and able to complete allocated tasks within agreed timeframes.
- Willing to ask questions or seek clarification when needed.
- Able to maintain confidentiality.
- Willing to learn and develop skills relevant to the role.
- Follow workplace health and safety policies, procedures and instructions to help keep yourself and others safe.
- Willing to follow Oakey Beef Exports policies, procedures and workplace standards.
- As public transport options to the Oakey Beef site are limited, access to a reliable vehicle and a current driver's licence is preferred.

ENHANCING THE FOOD PRODUCTION WORKFORCE
With Neuroinclusion

This role is supported through AMPC's *Enhancing the Food Production Workforce with Neuroinclusion Pilot*, which is creating employment pathways for autistic job seekers within the red meat processing industry.