



NATURAL WATERS OF VITI LIMITED

FIJI Water is bottled at source in a world class facility with state of the art equipment located at Yaqara and is inviting applications from suitably qualified persons for the following positions.

Human Resources Coordinator

Based at Naikabula, Lautoka and reporting to the Human Resources Manager, this key position is responsible for partnering with business stakeholders to ensure timely and effective HR generalist support and delivering training and development solutions to drive successful business outcomes.

RESPONSIBILITIES:

- Plans, administers, delivers and reports on training and development solutions
- Provides HR generalist support in areas such as recruitment, performance management, talent management and wellbeing initiatives
- Provides advice and support on HR policy and process
- Supports HR initiatives and identifies systems and process improvements
- Performs administrative HR functions
- Models Company's core values: Continuous Learning, Insight to Action, Passionate Advocate for Our Brand, Respect for Each Other and Departmental Collaboration

QUALIFICATIONS/EXPERIENCE:

- HR Degree qualified with a minimum of 3-5 years' training, learning and development experience. TOTs IV certificate and/or experience working in a global organization and/or manufacturing environment would be an advantage
- Strong passion for HR with excellent skills in data analysis and reporting
- Excellent attention to detail with a flexible approach and a positive attitude to work
- Excellent interpersonal and communication skills
- Advanced Microsoft skills – word, excel, PowerPoint
- Highly organised, self-motivated and results focussed
- Ability to work with confidential information and work under pressure in a professional manner

If you are keen to develop your career in an exciting business with a well-regarded brand, then this could be for you. We are an equal opportunities employer and welcome applications from all suitably qualified women and men.

Applications close on **3 February, 2018** and can be sent by email to hr@fijiwater.com.fj
FIJI Water thanks all potential applicants and advises that only shortlisted applicants will be contacted.

FIJIWATER.COM

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