



CAREER OPPORTUNITIES

The Fiji Sugar Corporation Limited invites applications from suitably qualified, innovative, and self-motivated individuals who meet the requirements of each position to be based at its Sugar mills.

Human Resources Assistant (Lautoka Mill)

The Fiji Sugar Corporation Limited is seeking applications from suitably qualified and self-motivated individuals for the above position based at Lautoka Mill.

Principal Accountabilities:

- Assist in the coordination of recruitment processes, including but not limited to providing guidance to leaders on drafting and posting vacancy notices, screening and shortlisting applications, drafting interview protocols, preparing and administering written tests, taking part in interview panels as assigned, drafting candidates' assessment forms, conducting reference checks, preparing job offers, administering recruitment mailbox, etc.
- Carry out a wide range of HR actions, such as drafting letters relating to HR, assisting in Employment Relations Matters, payroll, etc.
- Ensure all correspondences are documented and filed in the employee's personal files.
- Assist in developing Human Resources objectives, policies and plans to achieve agreed business goals.
- Assist the HR team in policy implementation and awareness.
- Contribute towards the development of an effective employee and industrial relations environment through clear and open communication.
- Ensure that all HR matters are dealt with in compliance with the Employment Relations Act and the respective Collective Agreements.
- Coordinate and support strategies and programs that enhance productivity and encourage teamwork.
- Ensure compliance with HR, OHS and environment policies, Labor Laws, and other legislative requirements.

Qualifications/Requirements:

- Minimum Diploma level qualification in Human Resources/ Management Studies;
- Preferably a Bachelor's Degree in Human Resources Management or relevant field.
- Minimum experience of two (2) years in a similar role is preferred.
- Strong Microsoft skills and preferable experience in HR software, including Pay Global and ESS.
- Capable of meeting deadlines with minimum or no supervision.
- Should be able to handle multiple tasks and always maintain confidentiality.

- Able to work on shift during the crushing season [Shift checks].
- Must have valid group 2 Driving License [Manual]

How to Apply

We offer an attractive remuneration package that aligns with your qualifications and experience, which will be negotiated with the successful candidate. To apply for these positions, please submit an updated resume, a cover/application letter outlining proven experience relevant to the role, and also an explanation of how you meet the desired position and location criteria. You are also required to submit your Qualification Certificates, Exam Results and Academic Transcripts.

Email your application to recruitment@fsc.com.fj or submit hard copies to FSC Head Office, Balawa, Lautoka or to the nearest Human Resources Office at Lautoka and Rarawai Mill.

Applications close on **Saturday, 09 November 2024. Late or incomplete applications will not be considered.**

(Only shortlisted candidates will be contacted for an interview)

"The Sugar Corporation is an equal opportunity employer."