



A Responsible Care® Company

## Human Resources Co-ordinator Vacancy

- Fixed Term 1 Year
- 0.8 FTE (32 hours per week)
- New Plymouth

Can you juggle? We are looking for a highly organised individual who can juggle several tasks at once and “hit the ground running” in this varied and exciting position.

You will need working knowledge of payroll, remuneration processes, leave and benefits; generalist human resources experience including support with recruitment and inductions; and advanced computer skills including Excel, Word and HR systems.

In addition you will have fantastic communication skills, including a proven ability to establish and build relationships with a wide range of people; good attention to detail and superior time management skills with the ability to meet deadlines.

At Methanex we have the total package - very generous benefits (e.g. medical subsidy, up to 14.9% superannuation, life & disability insurance, company share plan and travel payments); competitive remuneration; employee development; flexible working options (many employees work 9 day fortnights); and the bonus of being based in New Plymouth which has been judged as NZ's best place to live and the best small city in the world!

By providing a workplace that offers the total package, we can better attract, retain and engage high calibre people and support them in developing and achieving their full potential.

***Please Note: An incentive is paid in lieu of benefits for Fixed Term positions.***

Attached you will find the Position Description for this position. You will also need to return to the [Job Opportunities](#) page and either print or download a copy of our Application Form.

**NB: Only applications received on the official Methanex Application for Employment form will be considered. Please also enclose a copy of your current Resume/ Curriculum Vitae.**

Completed applications should be emailed to [jobsnp@methanex.com](mailto:jobsnp@methanex.com) or posted to:

Tracey Berrington-Smith, HR Advisor  
Methanex NZ Limited  
Private Bag 2011  
New Plymouth 4342

If you have any queries regarding this position please call Tracey Berrington-Smith, HR Advisor, on (06) 754-9719 or email [jobsnp@methanex.com](mailto:jobsnp@methanex.com)

**Applications must be received by 4pm, 12<sup>th</sup> March 2010**



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## POSITION DESCRIPTION

### POSITION INFORMATION

**Position Title:** Human Resources Coordinator  
(fixed term, part time)

**Date:** February 2010

**Incumbent:**

**Department:** Human Resources

**Reports To (Title):** HR Team Leader

**Approved by (Title)** Director, Corporate Resources

**Signature:**

**Signature:**

**Date:**

**Date:**

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### PURPOSE

Contributes to the effective delivery of Human Resource Services to the organisation through co-ordination of HR benefits, recruitment and leave processes, maintenance of the HRIS and records system, remuneration system support and the provision of general administrative support.

### DIMENSIONS

<b>Budget</b>	- Opex	\$0
	- Capex	\$0

<b>Financial Delegation of Authority</b>	- Opex	\$0
	- Capex	\$0

<b>Number of Direct Reports</b>	- Employees	0
	- Contractors	

<b>Number of Indirect Reports</b>	- Employees	0
	- Contractors	

<b>KEY ACCOUNTABILITIES</b>	<b>RESULTS/DELIVERABLES</b>
<b>Remuneration and Benefits</b>	<ul style="list-style-type: none"> <li>• All benefit plans are coordinated through liaising with employees and benefit providers and the same have been reported effectively and timely. Benefit information/guidance is provided and employee queries are responded to in a timely manner.</li> <li>• Support, training and advice is provided as and when required to administrators on benefit plan and payroll matters as related to the applicable benefit program and HR policy/procedure.</li> <li>• SuperLife Retirement Plan and the Government KiwiSaver Plan are correctly coordinated. Advice and guidance to employees on same is provided.</li> <li>• Effective remuneration management by providing the HR/Payroll interface, implementing temporary and permanent remuneration changes.</li> <li>• Support for the salary system through salary survey data input, job evaluations and liaison with external providers / organisations is provided.</li> <li>• Assistance with the coordination of assignments to and from NZ including coordination of per diem payment is provided.</li> <li>• Employee Share Purchase Plan are correctly administered, including liaising with employees, Solium and Vancouver, regarding contribution changes and withdrawals and communication matters.</li> <li>• Employee Assistance Program is managed from a HR perspective. Employees are aware of the program and supervisors are adequately trained.</li> <li>• Leave planning process (including leave purchase and sale) is managed and line management are provided with reports and trends to assist in the efficient management of leave.</li> </ul>

<p><b>HRIS</b></p>	<ul style="list-style-type: none"> <li>• HRIS is developed, including management reporting and implementation of HR KPI's. Represent NZ as a member of the PeopleSoft HR User Group.</li> <li>• Accurate employee information is provided through maintenance of HRIS data, extracting reports for management, acting as "expert user" and providing support and training for other users.</li> <li>• Employee records are accurately maintained; on file, in the HRIS system and within the internal HR systems.</li> </ul>
<p><b>Recruitment</b></p>	<ul style="list-style-type: none"> <li>• The company's recruitment efforts are supported by managing administrative procedures.</li> <li>• Recruitment and selection of new employees at a non-senior level is undertaken.</li> <li>• In-house ability testing and occupational personality profiling is Administered and executed.</li> <li>• New recruits are effectively oriented into the company by co-ordinating the new hire orientation process.. Part of the HR section of the orientation is delivered and follow-up feedback to continuously improve the process is obtained.</li> <li>• The Vacation Student Program is managed.</li> </ul>
<p><b>Generalist Human Resources</b></p>	<ul style="list-style-type: none"> <li>• Keep up-to-date with current New Zealand Human Resources legislation, practices and trends.</li> <li>• Effective communication and dialogue regarding HR matters with the organisation is developed through regular contact with employees.</li> <li>• Support to HR Team Leader and Director, Corporate Resources in implementation of HR initiatives is provided.</li> <li>• First point of contact for advice and guidance to employees, regarding company HR policies and procedures, as appropriate.</li> <li>• Apprentice training records are maintained.</li> <li>• Home country contact with expatriates is maintained.</li> </ul>

	<ul style="list-style-type: none"> <li>• Employee induction and termination processes are coordinated.</li> <li>• Compilation of the monthly HR KPI's are coordinated.</li> <li>• In conjunction with the Occupational Health Coordinator and Accounting Assistant, Payroll the relationship with the third party administrators for work related accident cover is managed.</li> <li>• HR aspects of the fitness to work program, regarding pre employment and transfer medicals is coordinated. Liaison with the Occupational Health Coordinator regarding position changes that need incorporating into the database.</li> <li>• Sourcing and implementation of outplacement services is coordinated.</li> <li>• HR related projects are undertaken as required.</li> <li>• Guidance and coaching to the Administrator, Corporate Resources is provided.</li> </ul>
<b>Methanex vision and values</b> <ul style="list-style-type: none"> <li>• Contributes to the organisational vision of Global Methanol Leadership and as a team member demonstrates the core values of integrity, trust, respect and professionalism</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated through feedback from team and leaders.</li> <li>• Undertakes all aspects of the role through living the Methanex values.</li> </ul>
<b>Responsible Care</b>	<ul style="list-style-type: none"> <li>• Conducts all business in a manner which supports the Responsible Care® ethic.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Networks with other Methanex sites to the mutual benefit of all sites.</li> <li>• Responsible for ensuring awareness of all controlled documents relating to this position as per Document Awareness Report from Document Management Database.</li> <li>• Contribute to the 'operational excellence' for Methanex New Zealand as an effective member of the Human Resources department.</li> </ul>

<b>KEY COMPETENCIES</b> <ul style="list-style-type: none"> <li>• Priority setting</li> <li>• Time management</li> <li>• Approachability</li> <li>• Customer focus</li> <li>• Integrity and Trust</li> </ul>
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**KEY WORKING RELATIONSHIPS**

- Benefit providers
- Human Resources employees
- Payroll (internal and external)
- All employees

**EXPERIENCE & SKILLS**

- Good public relations skills to interface with both internal and external customers
- Adaptable and flexible
- Fundamental Human Resource functional knowledge
- Ability to maintain utmost confidentiality
- Advanced time management, planning and organisational skills
- Ability to work well under pressure and meeting regular and frequent deadlines
- Advanced MS Office application knowledge including work, excel and powerpoint
- Excellent organisational and written communication skills