



HR Coordinator: Sydney / New York

Technology is literally changing the world around us and yes, some people tend to focus on why that change is bad – it makes us uncomfortable, it breaks our status quo, it feeds our uncertainty – but at Orchard we choose to see it differently. Technology can make lives better. It can make businesses better, brands better and experiences better. It can be the change we want to see in the world.

Which is why we, at Orchard, rally around a single purpose: to *invent better outcomes* through creativity and technology. Those better outcomes can only exist in the context of people irrespective of if we label them users, customers, patients, clients or even staff.

- Join a dynamic and growing creative technology agency
- Based in Pymont, Sydney and New York
- Work with blue chip brands

The Opportunity

Orchard is one of the fastest growing full service agencies in Australia. We work with a number of leading client brands such as Electrolux, Asaleo, BT, Hyundai, Zoetis and Bayer to develop and execute their digital strategies.

We're currently on the lookout for an energetic and passionate people person with HR administration and coordination experience to join our People and Culture team.

The HR Coordinator works within the People and Culture team organising and coordinating the recruitment, on boarding, learning & development and performance management for the Orchard Sydney and New York teams.

Specific Duties

Recruitment

- Receive and manage proactive applicants
- Review CVs as required and make recommendations to hiring managers
- Arrange interviews & coordinate the recruitment process
- Arrange for the update of the Orchard Au and US websites and social media (linked in, facebook, etc) with details of open roles
- Work with Enero in-house recruitment and external recruiters to facilitate the recruitment process.
- Arrange contracts for successful employees



Performance management

- Manage 6-month probation process with managers (coordinate calendar invites and reminders, proactively follow up with managers to ensure all steps are undertaken)
- Ensure development and training plans are identified within 3 months for all staff
- Ensure KPIs are set within 1 month for all staff
- Coordinate performance reviews with managers, ensuring they are all completed to schedule in line with Orchard's performance review process. Includes calendar invites, gathering feedback, prompting employee self-assessment and providing advice on KPIs and process.
- Ensure exit interview is booked and completed for any staff leaving Orchard
- Work with HR manager to analyse exit interview findings

Learning & Development

- Ensure all staff have a learning plan in place as part of their performance review
- Ensure L&D plans are advised to Enero learning and HR Manager for the year and any changes monitored
- Work with the HR Manager to ensure all training is coordinated for the year
- Ensure wishlists are kept up to date as per the Enero schedule (currently quarterly)

Additional support and coordination

- Keep staff lists and org charts up to date
- Ensure that job descriptions are up to date
- Ensure the HR sections of the intranet are kept up to date
- Work with People & Culture Manager to ensure policies are up to date
- Assist the P&C Manager with carrying out the bi-annual Employee Opinion Survey (EOS) and support with actions
- Proactively identify opportunities to reduce costs and or positively impact the bottom line (e.g. competitive vendor selection)
- Assist the P&C Manager with generalist HR tasks
- Support the Culture & Events Manager as needed either during very busy periods or when the C&E Manager is unavailable.

What you can bring

- 1 -2 year's experience in a HR related role
- An energetic presence and ability to think outside the square
- A can-do attitude and passion to drive company culture proactively
- Exceptional written and verbal communication skills
- Excellent attention to detail
- Shows a strong commitment to the Company's core values of Collaboration, Integrity & Curiosity
- Embraces and respects the Company's community and environmental responsibilities
- Applicants MUST have the right to work within Australia



If you feel like this is the right job for you, would like to take your career to the next level, work in a great cultural environment that allows you to grow and enjoy work, please email your CV and contact details to jobs@orchardmarketing.com.au and we will arrange to meet you!

A little about Orchard

We offer an awesome, fun working environment full of culture and energy. We leave our egos at the door and past that door is a super cool office space filled with inspiring people and free crumpets.

We pride ourselves on our work and also our work / life balance. We're 100% committed to you, your career at Orchard and your continued professional and personal development. We offer a rich array of internal and external structured training and education courses as well as ongoing individual wellbeing support through our Employee Assistance Program.

As an agency we fuse enthusiasm, creativity and technology to ***Invent Better*** outcomes for leading International and Australian brands such as BI, MSD, GSK, Electrolux, BT, Ikea and Hyundai to name a few.

Invent Better are two little words that define our big approach. It's a belief that creativity and technology are the key to winning in today's digital age, and it's a formula that challenges us to engage with our clients in a way that always pushes us that little bit further every time.

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Invent Better