



Eastern Australia | New Zealand

**Want to be part of a growing and dynamic company?  
This is your opportunity to join a Market Leader!**

### **The Company:**

Swagelok is a multi-billion-dollar US company with a proud history of over 70 years in fluid system solutions. Our products are recognised as industry benchmarks across many different markets (oil and gas, power, chemical, R&D, and semiconductor). As a solutions partner, we make a difference for our customers through world class services and products, enhanced by our local and global expertise. Based in our Campbellfield branch, we are looking for an experienced, professional and people centric HR Manager with great interpersonal skills to manage all aspects of HR. This position will work alongside the management team to promote the business and support a high-performance team.

### **Qualifications & experience**

- Minimum 5 years' experience as a HR generalist in similar role
- Relevant HR and Business Management qualification
- Excellent interpersonal abilities with well-developed communication skills, to be flexible and empathetic in their approach
- Ability to problem solve and provide effective solutions with strong organisational and time management skills
- Strong written and verbal communication skills
- Demonstrated advisory and teamwork skills, including the capacity to collaborate and proactively build and cultivate relationships with other associates

### **Tasks & responsibilities**

- Develop and implement HR solutions in line with HR Strategy and collaborate with senior management to implement HR projects and initiatives
- Drive and manage the full employee cycle from recruitment and selection, engagement, onboarding, and employee development
- Support senior leaders with Personal Development Plans for team members and associates
- Maintain documentation of personnel files and company policies in the Company's HR Information System
- Provide timely, accurate and appropriate advice to managers in relation to people management issues
- Be a trusted business partner to the Director and management team

### **Benefits**

- Swagelok offers and attractive remuneration package including competitive salary, bonus structure, uniform allowance as well as the opportunity to be part of a collaborative and growing team ongoing development and growth opportunities.

**If you are ready to be part of this dynamic team, apply now! Email [HRSEANZ@swagelok.com](mailto:HRSEANZ@swagelok.com)**

**Please note:** Applicants must be **Australian Citizen** or **Permanent Resident** and currently residing in Australia. Only shortlisted applicants will be contacted. We thank you for your understanding.