

How to Write a Great Job Ad

Bega Cheese

Bega. Real Town. Real Cheese.



Training & Development Specialist Bega NSW

- Join an Industry Icon
- Look after the training needs of 700 employees
- Enjoy the support of a great HR Team

About the Company :

Bega Cheese is known as the "Great Australian Cheese Company."

Our group of companies employs more than 1,500 people across multiple sites in Bega, New South Wales, and Coburg, Strathmerton and Tatura in Victoria. Continued growth and internal promotions provide fantastic career opportunities for anyone keen to join a progressive and dynamic Australian-owned regional business.

About the Job :

The purpose of the role is to coordinate all training activities to meet staff development needs, to maintain required competencies, and to build organisational capability.

In this exciting role you will be involved in a broad range of training & development initiatives including :

- Compliance training (Safety, Quality, Environment etc.)
- Traineeship/Apprenticeship activities
- Developing and maintaining the Job Evaluation/Competency Frameworks
- Developing and maintaining the Training & Assessment Packages and Training Records

About You :

In this role you will have the opportunity to use and develop your:

- Commitment to responsible safety, quality and environmental management
- Qualifications in a Human Resources related field
- Experience in the use of training records Management Systems
- Experience in a Training and Development role or HR related role ideally in manufacturing environment
- Understanding of adult learning principles and competency based training assessment.
- Excellent computer skills in windows based packages.
- Ability to build relationships with all levels of personnel.
- Communication skills both written and verbal.
- Facilitation skills

Employee Benefits :

Our people enjoy access to education assistance, a benevolent fund, employee well-being programs, health checks and services, special leave, flexible working arrangements, workplace consultation and free parking.

A variety of staff amenities including tea and coffee, microwave ovens, and snack and drink machines are available for all employees.

To Apply :

Please include a **cover letter** as the **first page** of your resume.

If you are a dedicated and talented Training and Development professional keen to mark your mark in an iconic manufacturing business, then we want to hear from you. **Apply now!**

Clear, bold, easily-understood title.
Complete with location

Your Ad is like a roadside billboard, applicants read it like they are in a speeding car.

Use attention grabber bullets at the top that benefit them and make your Applicant read the rest of your Job Ad ... or they will be reading your competitors'!

Most applicants will be scanning your ad on a mobile device. Use bold headings so they can easily navigate.

Write a few succinct lines about your Company. Let applicants know how secure your company is, how long you've existed, how big you are, opportunities for advancement etc.

Describe the duties of the Job! Be very specific about what the job entails. Otherwise Applicants won't know and they'll pay attention to your competitors' job ads.

What will this Job require day-to-day?... Don't specify the attributes you want in this person here ... that's for later. Use this space to paint a word-picture of how this person will be spending their time when they are lucky enough to be working for you.

Describe the skills and attributes you would expect this person to have but be careful not to be too prescriptive lest you eliminate a great candidate who may be short on knowledge or experience, both of which can be gained in your employ. Use this list to make sure your Applicants have a clear idea that they are right for your Job and your Organisation.

Add all the extra benefits that the applicant can look forward to in your employ.

Tell them how to apply – make it very clear.

You are making a sale, don't forget to close! Include a 'call to action' to inspire those great candidates to apply for your job, not your competitor's.



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