



The job to score

Trainer Assessor Tumbarumba Greenmill

To be extraordinary; driven by our people, powered by innovation and guided by our values.

Hyne is one of Australia's largest and most successful privately owned timber companies. Our commitment to staff offers top benefits, ability to work in state of the art centres where the corporate culture breathes innovation and teamwork with the ultimate goal of delivering superior customer service backed by outstanding products.

Tumbarumba Shire is situated on the western side of the Snowy Mountains in New South Wales, and boasts mountains, rivers and lakes, parks, forests and farms, and clean fresh air amongst its natural assets. The snow fields are approximately an hour away.

Hyne Tumbarumba is seeking to appoint a Training Officer to the Greenmill. Reporting to the Greenmill Day Manager, this position will involve developing a sound working knowledge of all machine centres, systems, policies and procedures within the Greenmill.

A detailed Position Description is available upon request.

Primary Objective

- Provide one on one training to Greenmill employees for all machine centres, systems, policies and procedures

Specific Accountabilities

- Maintain training records
- Develop training plans
- Conduct inductions
- Assessments as required (internal and external)
- Liaise with TAFE and The State Apprenticeships Centre for existing/new trainees
- Liaise with Shift Managers, Day Manager and HSE Manager with regard to training matters

Education & Experience

- Experience in a sawmilling environment.
- Experience in troubleshooting problems.
- Demonstrated ability to learn quickly and use initiative.
- Computer skills.
- Have or be willing to obtain a Cert 4 Trainer Assessor Certificate
- Flexible work hours

Applications close Friday 23rd July, 2010

To pursue this opportunity in strict confidence please send your application and resume to: **Di Nunn**

PO Box 358 Tumbarumba NSW 2653

Email: Dianne.Nunn@hyne.com.au

hyne.com.au