



NICOLE JONES

HUMAN RESOURCES

“ Take care of your people, and they'll take care of your business ”

QUALIFICATIONS

Diploma in Executive Secretarial Studies
Diploma in HR Management

HR SKILLS

End to end recruitment
Induction and onboarding
HR policy and procedures
Learning and development
Employee wellbeing initiatives

OUR HR GIRL

Nicole is not just passionate about HR support for small to medium sized businesses, she has witnessed firsthand the difference HR management makes to take a company culture from average to great.

With a variety of skills and the experience to back it up, one of the many and varied ways Nicole can help you in your business is conducting a HR audit to identify areas for improvement and tailoring solutions to suit your business HR functionality, culture and processes.

Nicole has a Diploma in Executive Secretarial Studies, a Diploma in HR Management, and experience in end to end recruitment, induction and onboarding.

Nicole is highly skilled at employment administration, contracts and performance management processes, referencing modern awards for classifications and employment conditions, organising behavioural profiling and skills testing, HR Services including advice and counselling, writing HR policies and procedures, employee benefits and support initiatives.

Outside of work, Nicole and Al share two amazing little girls with a love of boating and enjoying the beautiful outdoors any chance they can get. Following a sea change from the hustle and bustle of Sydney, Nic now calls the beautiful shores of southern Lake Macquarie home.

CONTACT

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