



The BelRose Group

Employee Profile

Kristy Jones

People & Culture Officer

profile.



0417 980 934



Kristy@belrosegroupp.com.au



Darwin, NT



www.belrosegroupp.com.au

ATTRIBUTES

- ✓ Hardworking
- ✓ Loyal
- ✓ Values Driven
- ✓ Enthusiastic
- ✓ People centric

Highly skilled in the areas of payroll, finance, EA interpretations, employment contracts, administration, office management, recruitment, and scribing. Kristy is very successful at managing and consistently meeting deadlines under pressure. A people person with a strong passion for working as part of a team. Kristy can work autonomously and has exceptional interpersonal and communication skills.

SKILLS & EXPERIENCE

- ✓ Experience working in a range of industries
- ✓ Lived and worked in NT remote community
- ✓ Local Government and Regional Council (NT) experience
- ✓ Frontline, service, and corporate settings
- ✓ Community Engagement
- ✓ Training Development & Facilitation
- ✓ Office Management
- ✓ Systems Implementation
- ✓ Records Management
- ✓ Payroll and Finance
- ✓ Recruitment and Scribing
- ✓ Employee Relations
- ✓ Enterprise Agreement and Legislation Interpretation
- ✓ Commercial Acumen

