



The BelRose Group

Employee Profile

Katrina Kortlang

Operations Manager

profile.



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ATTRIBUTES

- ✓ Hardworking
- ✓ Enthusiastic
- ✓ Loyal
- ✓ Effective Communicator
- ✓ Multitasker
- ✓ Detailed Orientated
- ✓ People Centric



Katrina has 25+ year's experience optimising productivity, efficiency and service quality across various organisations. She is proficient in all aspects of business operations, project management, recruitment, staffing, rostering and health & safety in the workplace. Her innate ability to work with an extensive range of stakeholders - across all facets of the professional landscape - coupled with her natural ability to develop meaningful relationships, places her in an unmatched position to actively carry out her position here at The BelRose Group. She is an articulate communicator possessing exceptional negotiation, mentoring, training, and interpersonal skills. Absolutely a people person, Katrina has a strong passion for working as part of a team.

SKILLS & EXPERIENCE

- ✓ Training and Development
- ✓ End-to-end recruitment
- ✓ Office Management
- ✓ Records Management
- ✓ Policy Development
- ✓ Scribing Expert
- ✓ Workplace Leader
- ✓ Community and stakeholder Engagement
- ✓ Quality Control
- ✓ Training and Development
- ✓ Event Coordination
- ✓ On-boarding and Off-boarding
- ✓ Employee Relations