

The BelRose Group

Employee Profile

Katrina Kortlang

Operations Manager

profile.



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With over 25 years of experience enhancing productivity, efficiency, and service delivery across diverse industries, Katrina brings a wealth of operational and people-focused expertise to The BelRose Group. Her background spans business operations, project management, recruitment, staffing, rostering, and workplace health and safety.

Katrina is also highly regarded for her expertise in scribing and transcription, demonstrating precision, discretion, and a keen eye for detail. She is experienced in documenting high-level recruitment and selection processes, as well as transcribing sensitive material for workplace investigations. Her professionalism and accuracy ensure critical information is recorded with integrity and confidentiality.

Katrina excels at engaging with stakeholders across all organisational levels, building strong and authentic relationships that support collaborative outcomes. An articulate communicator with strengths in mentoring, training, and negotiation, she is a natural team player with a genuine passion for supporting others and contributing to shared success.

ATTRIBUTES

√ Hardworking
√ Enthusiastic
√ Loyal
√ Effective Communicator
√ Multitasker
√ Detailed Orientated
√ People Centric

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

The BelRose Group
Strategy and People & Culture Specialists