

HR COORDINATOR

APPLICATION PACK





HELLO AND WELCOME

Thanks for considering this opportunity to join AR Developments as our **HR Coordinator**.

We know this role is going to be pivotal in helping us grow because people are truly at the heart of what we do here.

So, we want to make sure we're bringing the right person in to help us with that.

Of course, that starts with making sure we're on the same page about what's most important and that our goals as a business line up with your goals as a professional.

If you like what you read, then I'll look forward to receiving your application.

If it's not for you, no worries, keep looking for the perfect fit.

Best wishes,

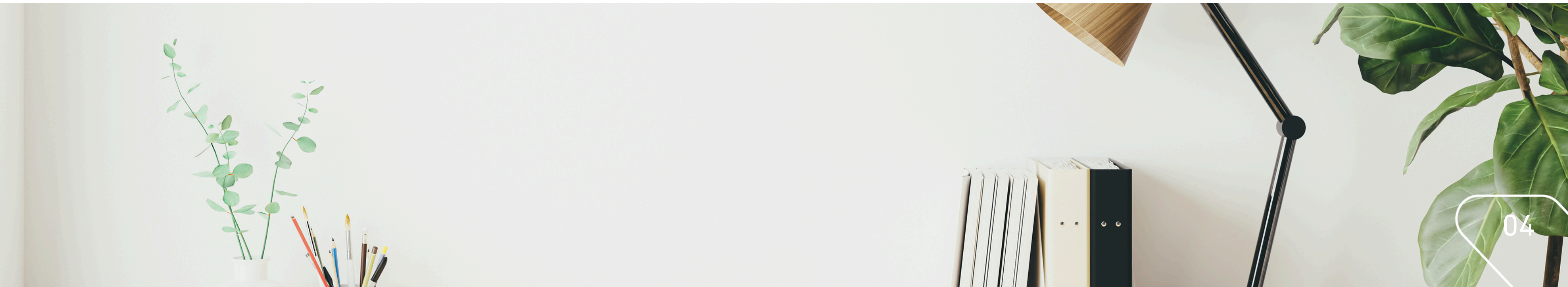
Peter

Peter Newman
GM | AR Developments

**DOES THIS
SOUND LIKE YOU?**



- You're **done with red tape**, you're looking for a chance to directly impact results, to make decisions and see the results.
- You're **energetic, enthusiastic and genuinely enjoy HR**, but you don't like to be micromanaged.
- You've **got some great ideas about how to create employee experiences that help people perform at their best - and drive business results** - you're just itching to implement them.
- You're **grounded but confident**, never feeling that you've got anything to prove to anyone, you keep your presence mainly low-key, preferring to listen and observe before making decisions or giving directions.
- You've got some **solid experience** but you're at a stage in your career where you're not looking to climb the ladder, you just don't want to fall off it completely.



ABOUT US



For over twenty years, AR Developments has specialised in designing and building high quality turnkey townhouses for families and investors.

We are a vertically integrated company significantly different from our major competitors in that we not only develop land, we also design communities, build complete townhouses and sell direct to homeowners and investors. This makes our quality control second to none and streamlines the process for our customers.

Right from the start our estates and townhouses are designed with homebuyers and investors in mind. That's why we focus on value; building high quality townhouses, in central locations, at affordable prices. It means homeowners enjoy comfortable, low maintenance living and investors can count on strong rental demand and reliable returns in all market conditions.

All of our townhouses are finished to a full turnkey standard with no hidden extras, ready to live in or rent from day one.



Your keys to an outstanding lifestyle

Our five-year journey to 2028

Our Vision

We are focused on continuing to build a sustainable business, within our supportive family culture, in the AR Way

Our Values



People

Together we can build something our AR family can be proud of



Quality

The standard you walk past is the standard you accept



Integrity

Do the right thing even when no one is watching



Security

Our solid foundation is based on sustainability and adaptability

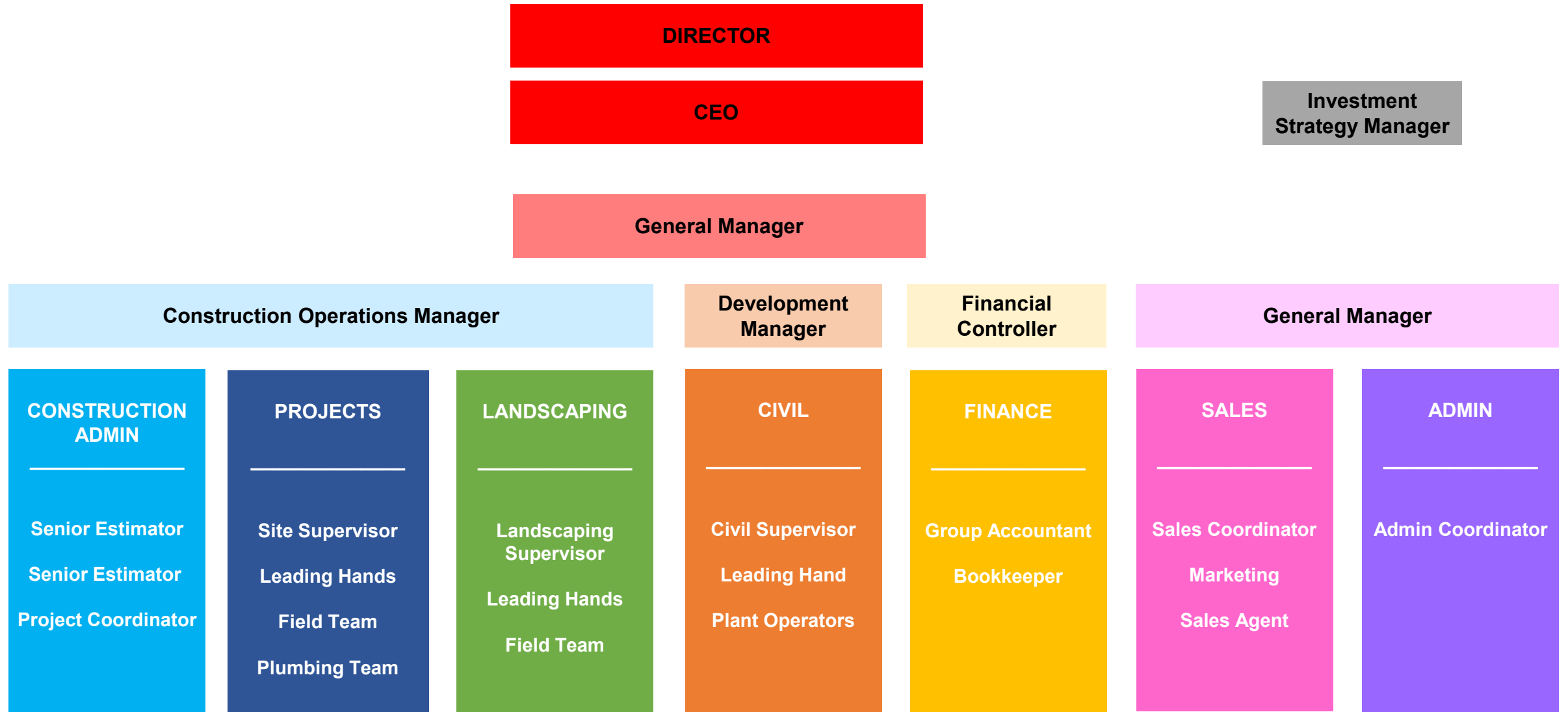
Our Goal

2028

We will have a sustainable business with a site pipeline for building 500 to 900 total townhouses over the next five years



Our Organisational Chart



THE LOGISTICS & THE PACKAGE



Because this is a new role, we're guessing at the hours it will take to get things done.

Initially there will be more of a focus on reviewing what we have in place and then improving that, but over time the focus will shift to day-to-day tasks and using the systems we've built. Of course recruitment needs will impact the workload for the week as well.

We're sure it's not a full time role, but we're looking for flexibility between about 15-25 hours a week, at least until we can find that level.

As a construction business we operate from 630am to 630pm if you consider our site-based team, the office-based team and our senior management team, however we're flexible about the start and finish times in this role and will be happy to negotiate these with you to best suit your lifestyle and the needs of the business.

You'll be based in our modern offices in Hemmant, with free on-site parking, but will also be able to do some WFH, as agreed by the GM.

The hourly rate for this position will be \$55 plus super.

THANK YOU!

WE'RE LOOKING FORWARD TO TALKING WITH YOU SOON.

If you have any questions please email me directly at peter@ardevelopments.com.au

