

Recruitment Administrator

CareChoice • Melbourne CBD VIC

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Job details

 Date posted
12 Jun 2021

 Expired On
30 Jun 2021

 Category
HR & Recruitment

 Occupation
Recruiter - Internal

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

 Work Authorisation
**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

Perks

EMPLOYEE OF THE MONTH

CAREER DEVELOPMENT

TRAINING

Skills

MICROSOFT OFFICE

RECRUITING

MICROSOFT WORD

DISABILITY

EQUAL EMPLOYMENT OPPORTUNITY

ONBOARDING

RECRUITMENT

EMPLOYEE BENEFITS

CAREER DEVELOPMENT

Full job description

About us

We've been supporting people with a disability since 2007. Specialising in 24-hour disability programs for individuals with multiple and complex needs, we're proud to be a trusted and registered service provider with the NDIA, TAC, DHHS and Worksafe.

Our values are **flexibility, honesty, reliability, and responsiveness.**

About the opportunity

We're currently recruiting for a 6-month fixed term fulltime Recruitment Administrator to join our team based in Clayton South, reporting directly to our Recruitment Manager.

As the newest member to join our team, you'll be responsible for providing support to the recruitment team through the effective management of all administrative tasks associated with the requisition, hiring and onboarding process. Key responsibilities of the role include:

- Managing the recruitment inbox and handling enquiries.
- Maintaining administrative systems.
- Performing reference and background checks.
- Initiating onboarding activities, communicating consistently with candidates and internal stakeholders throughout the onboarding process, to manage requirements and expectations.
- Provide admin support to the recruitment team.

About you

As a highly motivated Recruitment Administrator with demonstrated experience of working in an administrative support role and experience of, or a familiarity with, the full recruitment and selection cycle, you'll have experience and skills with the following:

- A high level of attention to detail.
- Proficient in MS Office, especially Word and Excel.
- Experience of posting material on websites using standard web forms.
- High verbal and written communication skills.
- The ability to work on own initiative and also collaboratively within a team.

Benefits & culture

CareChoice is proud to be an EEO employer. We support an inclusive approach in the workplace. We celebrate our diversity and welcome staff regardless of ethnicity, faith, sexual orientation, gender identity and lifestyle choices. Aboriginal and Torres Strait Islander people are encouraged to apply.

As a CareChoice employee, benefits you'll be able to take advantage of include:

- Access to our Care4U employee hub providing discounts with major retailers.
- Monthly Recognition & Reward for Employee of the Month.
- Ongoing training and development.
- Career development opportunities.

If this sounds like the ideal role for you and you have the skills and experience we're looking for, we'd love to hear from you. So, **don't delay, apply today.**

For further information, please contact our recruitment team at recruitment@carechoice.net.au.

Employment with CareChoice is subject to satisfactory background checks which include Professional Reference Checks, Working with Children Check and NDIS Worker Screening Clearance.