

Recruitment Coordinator

CareChoice • Melbourne CBD VIC

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Perks

EMPLOYEE OF THE MONTH

CAREER DEVELOPMENT

TRAINING

Skills

RECRUITING

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 Permanent Full-time Recruitment Coordinator to join our team based in Ballarat, reporting directly to our Recruitment Manager.

Job details

 Date posted
12 Jun 2021

 Expired On
21 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**

As the newest member to join our team, you will be responsible for sourcing, attracting, selecting, and onboarding suitably qualified care workers throughout Victoria for our complex care teams. Key responsibilities of the role include:

- Building networks within the candidate market and thinking strategically to identify, engage with and attract talent within the healthcare and allied health sector.
- Scheduling and conducting comprehensive interviews, reference checks and all relevant probity checks.
- Identifying candidate's experience, skills and preferences who are suited to specific client groups.
- Ensure excellent candidate care during the interview and offer stages and facilitate a seamless pre-onboarding process.
- Provide advice and recommendations on recruitment requirements, sourcing strategies, recruitment market trends, candidate selection and other recruitment services.
- Managing clear communication to internal and external key stakeholders updating on status and feedback.
- Proactively liaise with passive and proactive candidates.

About you

As a highly motivated Recruitment Coordinator with demonstrated experience in end-to-end high-volume recruitment within the healthcare and allied health industry, you'll have experience and skills with the following:

- 3+ years' recruitment experience with high volume healthcare and/or allied health recruitment.
- A can-do, positive attitude with a strong service orientation.
- Strong networking and relationship management skills.
- High attention to detail with a compliance mindset.
- Strong relationship and stakeholder management skills with demonstrated ability to work with leaders at different levels of seniority.
- Strong verbal and written communication.
- Superior sourcing skills with experience proactively identifying and engaging top talent through innovative sourcing tools to build talent pipelines.
- Proven ability to work autonomously in a fast-paced environment.

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.