

## Recruitment Administrator

Labourpower Recruitment Services • Eastern Creek NSW 2766



Not provided



Work type  
Full Time



Contract type  
Permanent

### Skills

TEAM PLAYER

OUTSTANDING COMMUNICATION

RECRUITMENT

### Full job description

Labourpower Recruitment Services is an award winner national labour hire business. We supply labour to clients across a multitude of high risk industries such as transport and logistics, food manufacturing and other industries manufacturing businesses.

We are currently seeking a Recruitment Administrator to work within our Labourpower Eastern Creek office.

About the role:

- Working with our Client Services and Oncall teams
- Create and maintain relationships with key job networks across all states
- Screen candidates and book interviews
- Liaise with branches and account managers
- Work directly with our Oncall team, taking calls, working on tasks and acting as rostering support
- Maintain Oncall and branch relationships
- Ensure all information is recorded in our database and systems

To be successful you will need:

- Outstanding communication (verbal & written) skills
- Car and drivers licence
- Solid intermediate computer skills across Microsoft packages
- Outgoing and friendly personality

### Job details



Date posted  
**02 Jun 2021**



Expired On  
**02 Jul 2021**



Category  
**HR & Recruitment**



Occupation  
**Recruiter - Agency**



Base pay  
**Not provided**



Contract type  
**Permanent**



Work type  
**Full Time**



Job mode  
**Standard/Business hours**



Desired education level  
**YEAR 11 & UNDER**



Work Authorisation  
**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

- The "want" to work and start a rewarding career
- To be reliable and a team player
- Great attention to detail

In addition to the above, the successful candidate will be self-driven, vibrant, passionate and have the ability to maintain a high level of personal motivation at all times.

You will be provided with an amazing opportunity to join a group of highly motivated professionals and quality individuals that collectively form the highly cultured and successful Labourpower team. You will be provided with all the necessary tools to be successful.

It is essential that you have a car and current drivers licence. The role may also require some early starts and late finishes so flexibility in working hours is essential.

Please click apply if you meet the above requirements - we are excited to hear from you!

Labourpower Recruitment Services | [www.labourpower.com](http://www.labourpower.com)