

Recruitment Administrator

Norwest Recruitment • Hills District Sydney NSW



Base pay

\$67,200 - \$67,200



Work type

Full Time



Contract type

Not provided

Job details



Date posted

11 May 2021



Expired On

17 May 2021



Category

HR & Recruitment



Occupation

Recruiter - Internal



Base pay

\$67,200 - \$67,200



Work type

Full Time



Job mode

Permanent

Full job description

The Company

We are seeking an experienced Recruitment Consultant to work for a large healthcare company within The Hills District. This company has a fantastic name in the market place and pride themselves on delivery outstanding customer service with fast turnaround times. They are offering an amazing working environment, which is team orientated and fast paced.

This is a growing company with a great working culture and have strong family values. They have modern offices upstairs with a large warehouse downstairs.

The Role

We are currently looking for an experienced Resourcer to join their team on a temporary basis to assist the recruitment team in the end-to-end process.

As the support for the Recruitment team, you will need to have experience in;

- Providing impeccable support
- Engaging with all levels of stakeholders within the business to take detailed job briefs and write the corresponding job descriptions
- Sourcing candidates via seek and social networks
- Screening all applicants resumes and phone interviewing potential employees
- Coordination of interviews times for yourself and for line managers
- Conducting one on one interviews face to face or Skype
- Provide line managers with feedback about the market
- Liaising with internal departments regarding on boarding processes

This role requires someone to be proactive, a self starter, open to change, and have the ability to work well under pressure. We are after an experienced recruitment administrator who can think strategically, engage with business leaders and drive sound recruitment processes.

You will be recruiting the following types of positions:

- Logistics
- Customer Service
- Administration
- Accounting and finance
- Sales and marketing
- Administration and Business support
- Management and executive
- Healthcare workers

As a lot of our clients are hard to get to via public transport, we require you to have a current

Driver's license along with a vehicle.

If this describes you and you are available immediately send your resume to Jody Fraser today!

PRESS APPLY NOW or email your resume to Jody@norwestrecruitment.com.au

We thank you for your interest in these roles, however only successful candidates will be contacted. In the meantime, we invite you to register your details on our website, www.norwestrecruitment.com.au