

## Talent Coordinator

tecside bb • Southern Suburbs Brisbane QLD



Base pay  
\$0 - \$0



Work type  
Full Time



Contract type  
*Not provided*

### Job details



Date posted  
**11 May 2021**



Expired On  
**05 Jun 2021**



Category  
**HR & Recruitment**



Occupation  
**Recruiter - Internal**



Base pay  
**\$0 - \$0**



Work type  
**Full Time**



Job mode  
**Permanent**

### Full job description

- Parking on site
- Flexible working hours
- Opportunity for career progression

#### Who are we and what do we do?

Tecside Group are the partner of choice for Contract Staffing and Recruitment Services within the Oil, Gas & Energy, Mining & Resources, Rail & Infrastructure, Power & Renewables, Maritime & Defence, Industrial & Construction and Manufacturing industries. Our Client Portfolio is diverse, we hold strong partnerships with many organisations of varying sizes globally.

Our Talent Acquisition Team have the industry experience, connections, and market intel to successfully assist our partners in attracting top talent. We are committed to creating a diverse, inclusive, and flexible workforce. As an equal employment opportunity provider, we encourage applications from people of all backgrounds.

At our core we are driven by the four DNA pillars of communication, accountability, transparency, and safety.

#### The Job and You

The successful candidate will have previous experience in a fast-paced office environment, preferably with exposure to the recruitment industry but not essential.

You will also possess strong attention to detail, excellent customer service skills, a high level of accuracy in regard to data entry and intermediate to advanced computer skills.

This role is not for the faint hearted! Recruitment is a busy game - we need someone who can multi-task, juggle conflicting priorities and do it all with a smile!!

We are looking for someone who is available immediately and can hit the ground running.

**Essential experience includes:**

As the Talent Coordinator you will be responsible for a wide range of tasks including but not limited to:

- Scheduling Interviews
- Manage Ad response
- Managing the registration process of new candidates
- Entering candidate information into company database
- Ensure Compliance of all Tecside Safety processes
- Keeping company database up to date
- Answering general telephone enquiries
- Formatting Resumes
- Maintain all administrative procedures for the branch

**In return you will receive;**

- Be part of an experienced and knowledgeable team
- Additional Annual Leave with every year of service
- We even give you your birthday off!

If you want to be part of a business that is boutique in feel and specialist in delivery, check out what we have on offer by applying today.

To view this role and other roles available please check our website [www.tecside.com.au](http://www.tecside.com.au)