



<b>Title:</b>	<b>Recruitment Officer (P/T 20hrs per week) – Labour Hire Division</b>
<b>Reports to:</b>	Recruitment Consultant / Labour Hire Manager
<b>Employment Status:</b>	Permanent Part-time –hours @ 20 per week <i>Concurrent with unit growth, the position is expected develop</i>
<b>Remuneration:</b>	\$20 per hour + Super + Salary Sacrificing
<b>Location:</b>	Tweed Heads South and other local office as necessary
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>➤ Labour Hire Manager</li> <li>➤ Recruitment Consultant</li> <li>➤ Recruitment Officer</li> <li>➤ Current Labour Hire Candidates</li> <li>➤ Customers (Employers)</li> <li>➤ Employment Services Unit</li> <li>➤ Administration Staff</li> <li>➤ Corporate Services</li> </ul>
<b>Primary Job Purpose:</b>	<ul style="list-style-type: none"> <li>• To assist the Recruitment Consultant and Officer administer, recruit, select and reference check candidates.</li> <li>• To develop sustainable business relationships through efficient and effective sourcing and placement of suitable candidates into labour hire work assignments.</li> <li>• To contribute as a team member to successful company performance through achievement of individual Key Performance Indicators.</li> <li>• To assist the Labour Hire Unit and NORTEC achieve their financial, business and unit targets and objectives.</li> </ul>

**This position will be responsible for providing:**

<b>KEY RESPONSIBILITIES</b>	<b>KEY PERFORMANCE INDICATORS</b>
Effective assistance in the recruitment process including candidate sourcing and screening, database management, process management and reporting	<ul style="list-style-type: none"> <li>- Sourcing and maintaining suitable candidate pool to fill vacancies within defined assigned turnaround parameters</li> <li>- Records management to track and report on applications &amp; candidates placed – by lodging vacancies and placements on database/s.</li> <li>- Ensure documentation is maintained to industry standard and in line with audit requirements – including application and induction process</li> <li>- Efficient completion and processing data entry on databases and claims on DEEWR</li> </ul>
Maintaining a pool of available candidates to cover industries as required (generalist) – to enable labour hire team to meet requirements and obligations to customer demand.	<ul style="list-style-type: none"> <li>- conducting interviews, registrations and inductions for potential candidates to ensure that employees are ‘work ready’ – ensuring documentation is signed and completed</li> <li>- Accurate data entry with the candidate/employer database</li> <li>- Effective administration assistance where needed for Recruitment Consultant and Officer.</li> <li>- Accurate archiving and filing in record keeping. Ensure timely supply of employee application details to administration for processing</li> <li>- Communication with employees with regards pay rates, overtime and other conditions</li> </ul>
Labour Hire Manager and Recruitment Consultant BDM Support	<ul style="list-style-type: none"> <li>- Telemarketing as directed</li> <li>- Appointment setting</li> </ul>
Recruitment Officer CRM Support	<ul style="list-style-type: none"> <li>- As directed by the Recruitment Consultant and Officer any duties that assist the delivery of customer service to employers.</li> </ul>
Exceptional customer service to ensure	<ul style="list-style-type: none"> <li>- Source feedback of employers to ensure that the correct selection has been</li> </ul>



suitable employees are supplied, assist the Recruitment Consultant and Officer by ensuring employees are on the job, confirming starts, exits and replacements	made for the vacancy - Evidence of customer relationship management with employers to generate rapport and repeat business
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Other	- Flexibility to undertake other tasks as directed within the LH team, especially in view of learning/development activities for recruitment
Adherence to OHS&E, anti-discrimination and EEO policy	- application of occupational health, safety & environment principles as a priority for all employees - ensure that vacancies are filled in accordance with anti-discrimination and EEO legislation
Contribute to team-based decision making and participate in staff meetings and activities as required	- Attendance at nominated staff meetings and company activities (minimum 90%) - Participation in monthly/quarterly/annual performance and strategy reviews - Participation in office housekeeping requirements to maintain a professional working environment
Promotion, comprehension & adherence to the contents of: ➤ NORTEC Vision, Mission & Values ➤ Company Handbook ➤ Company and Unit Policies & Procedures ➤ Privacy Act and Deed of Confidentiality <i>and</i> ➤ DEEWR Licence ➤ Employment Services Contract ➤ DEEWR Service Guarantee & Code of Conduct	- No evidence of failure to adhere to Company, Unit or contractual policies, procedures and guidelines - No evidence of breach of NORTEC Privacy Policy or Deed of Confidentiality - Evidence that all work produced is able to withstand scrutiny as confirmed through regular audits and other quality assurance processes\ - No evidence of breach of DEEWR Policy -

## Key Selection Criteria – Must Be Addressed In Your Application

### Essential

1. High level of administration capability, demonstrated through work history
2. Ability to contribute to business development, by telemarketing activities – with demonstrated experience relative to cold calling and appointment setting
3. High level presentation and interpersonal skills with demonstrated ability to communicate effectively with a diverse range of stakeholder groups (eg candidates, employers, management representatives)
4. Demonstrated ability to contribute positively to a team environment including the achievement of individual and team performance targets
5. Demonstrated high level computer skills and experience using Microsoft Office applications, email and database systems and typing speed of at least 50wpm
6. Proven ability in records management skills and general office administration procedures
7. Willingness to undertake flexibility in working hours, 20 hours per week is a guide only and the full requirement of the job may require greater hours and (manageable) out of hours accessibility.

### Desirable

8. Demonstrated experience in similar role - specifically with regard to interviewing, candidate selection, filling vacancies and on the job management of field employees
9. Qualifications relevant to human resourcing and/or recruitment or the willingness to undertake further professional development relevant to this position
10. Current Manual Drivers Licence
11. Knowledge and interpretation of Industrial awards and the application of EEO, OH&S, Anti-Discrimination and Privacy legislations.