

Recruitment Officer

Hays • Western Sydney NSW



Base pay

\$52 - \$56 / hr



Work type

Full time



Contract type

Temporary

Job details



Date posted

09 Jul 2022



Expired On

20 Jul 2022



Category

HR & Recruitment



Occupation

Recruiter - Internal



Base pay

\$52 - \$56 /hr



Contract type

Temporary



Work type

Full time

Full job description

Your new company

Your new organisation is a reputable employer, a government body based in Sydney, responsible for all of NSW. This is a newly created role due to an increased workload within the department. This contract is initially until the end of the year, but there is the possibility of extension.

Your new role

In your new role you will be responsible for providing support to business directors in the following areas:

- Acting as a first poc for key stakeholders & candidates
- Taking comprehensive job briefings from key stakeholders
- Drafting and final sign-off of job descriptions, advertising material and strategies
- Completing initial shortlisting
- Running assessment centres
- Completing Psychometric testing
- Creating suitable interview questions and work sample assessments
- Chairing interview panels and report writing on same
- Making offers of employment
- Completing pre-screening checks
- Leading recruitment projects, such as graduate recruitment

What you'll need to succeed

In order to succeed you will ideally:

- Hold a tertiary qualification in HR or a related discipline
- Have demonstrable experience within a large complex organisation
- Have significant experience in recruitment
- Have demonstrable experience completing the duties above

What you'll get in return

In return you will receive the opportunity to work in a government organisation

that makes a difference in NSW. You will receive a competitive hourly rate and hybrid working options. You will also have the opportunity to further your skills within a well-established and hard working team.

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV to Fionnuala.Dennehy@hays.com.au or call us now. If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

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