

Recruitment Coordinator

- **Western Sydney location**
- **SCHCADS Award 2010- Level 4**
- **Fixed-Term Full-Time (35 hours a week)**

SydWest Multicultural Services is the leading community organisation connecting and empowering people of all cultures. Our purpose is Connecting Cultures & Building Communities. The values underpinning our work are Accountability, Collaboration and Excellence. Through person-centred services, representation and evidence development we are empowering individuals and building the social capacity of communities. The organisation focuses on people who are vulnerable and most in need across the life course. We have offices in Blacktown, Mt Druitt, Penrith and Rouse Hill.

We offer our staff many benefits such as flexible working arrangements, flexi-time and salary sacrifice packaging. For further information please check this link

<http://www.sydneywestms.org.au/get-involved/employment-opportunities>

Role Overview:

The Recruitment Coordinator (RC) is part of the organisations Corporate Services' team and is responsible for providing a range of recruitment support and services, which help, meet the business needs of the organisation. This includes co-ordinating our full recruitment cycle, volunteer management, co-ordinating employee on-boarding and induction. In addition, the RC will be involved in a range of HR related projects, which support the implementation of new HR initiatives. This is a fixed-term full-time position (35 hours a week) on a 1 year contract.

Key Accountabilities:

- Provide first point of phone and personal contact, response and follow up of recruitment from candidates, students and volunteers.
- Co-ordinate and work with the HR Officer to facilitate end-to-end recruitment including revision of job descriptions, advertising, candidate application management, tracking, selection, on boarding and induction programs for staff, volunteers and students.
- Implement a range of appropriate and cost effective recruitment advertising activities to attract suitable candidates.
- Effectively coordinate all documentation for new employees, volunteers and students, ensuring they receive comprehensive new starter packs.
- Facilitate new employee documents and administration to ConnX. Keep the HRIS up to date.
- Assist the HR Officer when developing an induction programme for new employees and create & implement effective on boarding plans.
- Conduct exit interviews with students and volunteers and compile statistics and trending reports as required.
- Actively engage in ongoing networking with the local communities, RTO's, TAFE and Universities in order to attract quality job applicants.
- Administer the Work and Development Order Scheme.
- General HR Support

Essential Criteria *(needs to be addressed on a separate document)*

- Relevant qualifications in Human Resources.
- A minimum of 3 years of experience in end-to-end recruitment.
- Experience of volunteer recruitment, training and retention.
- Excellent communication skills (verbal and written).
- Highly developed interpersonal skills in a multilingual and cross-cultural environment.
- Experience working under pressure and organizing work priorities to meet strict deadlines, often with short turn-around times.

- Excellent computer skills in a Microsoft Windows environment and Microsoft Office, including skills in Human Resources Information Systems (HRIS).
- Ability to work independently and professionally and as part of a team.

To apply for this position, please submit the following to the Human Resource Officer - Claudia Abou Chaaya at hr@sydwestms.org.au

- **Resume**
- **Cover letter**
- **Name and contact details for two professional referees**
- **A document clearly addressing how you meet each of the Essential Criteria**
(applicants who do not address the essential criteria will not be considered)

Applications Close on Tuesday 18 June 2019.

All applicants need to a current National Police Check, must hold a current driver's licence and access to a fully registered motor vehicle.

SydWest MS adheres to the principles and practices of equal employment opportunity, workplace health and safety and is a child safe organisation.