

## Resourcer - Ballarat

Hays • Ballarat VIC



Base pay  
\$50,000 - \$55,000



Work type  
Full time



Contract type  
Permanent

### Perks

TRAINING

### Skills

MICROSOFT OFFICE

PAYROLL

RECRUITING

MICROSOFT OUTLOOK

MICROSOFT POWERPOINT

MICROSOFT WORD

DIVERSITY AND INCLUSION

RECRUITMENT

TALENT ACQUISITION

PHONE ETIQUETTE

### Full job description

#### Your new company

A recruiting career with Hays is like no other; we play a unique role in the global world of work. We are the world's leading recruiting experts in qualified, professional and skilled work. Our expertise across a wide range of specialised industries and professions enables us to bring the right person together with the right job. We are currently looking for the addition of a Resourcer to join our business.

#### Your new role

Hays has an opportunity for a driven and diligent resourcer to support our teams in sourcing quality candidates. A job in recruitment is fast paced and

### Job details



Date posted  
**22 Apr 2022**



Expired On  
**09 Aug 2022**



Category  
**HR & Recruitment**



Occupation  
**Commercial & Corporate Law**



Base pay  
**\$50,000 - \$55,000**



Contract type  
**Permanent**



Work type  
**Full time**



Job mode  
**Standard business hours**



Work Authorisation  
**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

demanding but is incredibly rewarding in many facets both professionally and financially.

Responsibilities will include:

- Candidate Sourcing and Management
- Writing advertisements and marketing material
  
- Sourcing candidates for a high-volume specialist industry via a multitude of channels
- Assessing applications and conducting thorough interviews reviewing candidates skills, behaviours and attitude
  
- Maintain compliance and candidate profiles
- Complete due diligence actions including Police Checks, Medical Bookings and Qualification checks
- Payroll duties & excel reporting when required
- Provide outstanding service to your candidates while taking a genuine interest in their career and businesses
- Build and maintain candidate pools for current and future demand
- Manage candidate aftercare

This role will focus predominately on candidate management and administration support, but we are looking for candidates who have the ability to take ownership of recruitment responsibilities in the absence of a consultant or during busy times. This includes email and telephone correspondence with clients.

#### **What you'll need to succeed**

- Experience working in a previous position using Microsoft office systems including outlook, word, excel and PowerPoint.
- Have great attention to detail
- Exceptional problem-solving skills
- Great customer service etiquette
- Sales and/or customer service experience
- Tenacity, commitment and resilience

You'll thrive under pressure and respond proactively and positively to targets. You'll need to be able to prioritise and effectively manage your time and meet deadlines. You'll need to be inquisitive, wanting to understand more about people and businesses.

You will have a willingness to learn, a drive to succeed and skills to be able to communicate with candidates and internal/external providers of all levels. You'll need to be passionate about people and be able to provide a superior level of service.

#### **What you'll get in return**

We grow and develop our talent and will invest heavily in your development. Joining Hays, you will be taught all aspects of this role and full training is provided to the right candidates. This includes mentoring with a senior leader

and structured one-on-one coaching with our Training team. You will have access to a renowned database and the best tools and resources available to assist you in becoming a recruiting expert. As well as the comprehensive training, we also offer a range of celebrations, rewards and benefits.

**What you need to do now**

Our people tell us that Hays is a great place to work, over 90% of our employees say that they are proud to work for Hays. You could have the opportunity to advance your career with the market leading agency and be proud of who you work for too.

Getting curious? Contact Emine Okatan – Talent Acquisition Partner by submitting your application.

At Hays, we value equity, diversity and inclusion and are committed to creating a work environment where all people regardless of background feel a sense of belonging. By joining Hays you'll be part of an inclusive culture that celebrates diversity, recognising every individual for their unique differences. We invite people from all backgrounds to apply.

**LHS 297508 #2634760**