



Recruitment Coordinator

Location: 31 – 33 Hoddle Street, Richmond, VIC 3121

Job Id Number: IEP2088

Reports to: Program Manager

Contract: Full Time

IEP builds a foundation of support to all staff and clients and our strong cultural safety work practices and culturally supportive environment ensure our staff are respected and treated equally.

- Professional and personal training opportunities
- Flexible work arrangements
- Salary packaging benefits

Who are we!

About Indigenous Employment Partners

We are an Indigenous operated charity and social enterprise whose purpose is to contribute to ending the cycle of poverty and disadvantage by building capacity and fostering self-sufficiency through employment of Indigenous people. We provide specialist employment, recruitment and training services that are culturally appropriate for Aboriginal and Torres Strait Islander people, and the organisations who employ them.

About the role

The position is a sales/marketing role primarily concerned with achieving IEP Recruitment sign up targets/objectives through marketing/promotion of the Indigenous Employment Network service to prospective employer's/organisation's, job seekers and the general community.

The incumbent is responsible for sourcing opportunities throughout the organisation's region of operation, undertaking recruitment and selection activities, and the overall recruitment of candidates including induction activities and regular performance monitoring.

Indigenous Employment Partners is an Aboriginal led organisation, Aboriginal and Torres Strait Islander people are strongly encouraged to apply. An understanding of the barriers to employment encountered by Aboriginal and Torres Strait Islander people is essential to this role.

Key skills and experience

When submitting your application please demonstrate the following required skills and experience, as indicated with the Key Selection Criteria:

Key Selection Criteria

Qualifications/ Certificates, Licenses and/or Experience:

- Current Working with Children Check
- Current driver's license

Technical skills:

- Ability to work with MS office suite programs
- Data base management
- Files management

Knowledge skills:

- Sound knowledge of Victorian Aboriginal and Torres Strait Islander Community

Interpersonal skills/Personal qualities:

- Teamwork - Proven ability to work respectively in a team environment and well as the ability to work unsupervised and contribute positively towards shared objectives.
- Detail Focus - Undertakes finely detailed work in a precise and accurate manner.
- Flexibility - Adapts approaches and work to changes in the environment and effectively meets new challenges.
- Initiative and Accountability – Takes responsibility for actions and proactively implements workplan and addresses issues.

Key tasks of the Recruitment Coordinator

- Consulting with Recruitment Advisors to understand multiple location briefs & meet the business recruitment needs for our clients.
- Screening applications against selection criteria, often in high-volume candidate pools.
- Conducting telephone interviews.
- Organising interviews, pre-employment checks, and criminal history screening.
- Negotiating offers and acceptances with candidates.
- Prepare contracts of employment and other administration tasks.
- Coordinate inductions for candidates.
- Assist with creating appropriate advertisements for positions vacant and promotions.
- Develop and maintain relationships with existing and prospective clients.
- Ensure accurate filing and file maintenance
- Assist with the monitoring of overall progress of recruitment from start to finish
- Assist with canvassing for placements
- Actively represent IEP as required within the community in public relations exercises, including attending relevant meetings/forums, expos etc.

We offer our staff attractive salary packaging and employment conditions, staff development programs, Health & Well Being initiatives including the Employee Assistance Program.

How to Apply:

To apply for this position please call our recruitment team 03 9017 3371 or email to recruitment team jobs@indigemployment.com.au

Applications must include a resume with 3 referees, a cover letter and quote the Job ID.