



Talent Resourcing Coordinator

Hays • Perth WA



Base pay

\$28 - \$35 / hr



Work type

Temporary



Contract type

Permanent

Job details



Date posted

20 May 2022



Expiring date

20 May 2023



Category

Property & Real Estate



Occupation

Administration



Base pay

\$28 - \$35 /hr



Contract type

Permanent



Work type

Temporary



Job mode

Standard business hours



Work Authorisation

**Australian citizen /
Permanent resident**

Perks

Flexible working hours

Training

Skills

FACILITY MANAGEMENT

Full job description

Your new company

Hays is the leading recruitment agency across Australia and our reputation is second to none. We work with the biggest, the best and the most innovative companies in the world. Our brand, size and reach, together with your expertise, which we develop through every step of your career, means there is no limit to the impact you can make.

Every person working at Hays is deeply passionate about people, ambitious for their clients, innovative in their approach to recruitment and an expert in their industry, allowing them to provide insight to their clients and candidates alike. Whichever Hays office you step into, you'll experience the energy, buzz and instant comradery that defines our culture.

Your new role

You will be trained and developed into an industry leading agency recruitment Talent Resourcing Coordinator specialising in Facilities Management; soft services positions. This position is ideal for an ambitious, team focused individual with a high level of customer service to ensure a steady stream of

talent is being onboarded to keep up with the high demand of positions the team fill on a daily basis.

Day to day duties include:

- Working to achievable KPI's - phone calls and candidate interviews
- Utilising Hays candidate database to source suitable candidates
- Posting job adverts on various job boards
- Utilising social media to source candidates and build your personal brand
- Conduct independent face to face candidate interviews
- Build a large portfolio of suitable candidates
- Conducting references & booking medicals
- Work closely with your team to ensure all job requirements are met

What you'll need to succeed

- Excellent communication skills
- Team focused
- Attention to detail
- Excellent time management skills
- Performance and outcome driven

What you'll get in return

- Monday – Friday working week
- Perth CBD office location
- Flexible working hours + working from home days
- Full training provided
- A fun, collaborative and supportive team
- Office celebrations and awards evening every 4 weeks
- Real career progression opportunities

What you need to do now

Please email your CV and cover letter to lisa.petrikova@hays.com.au or call (08) 9254 4547 for a confidential discussion regarding career opportunities.

LHS 297508 #2653230