*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please address the criteria listed below to outline your experience and suitability for the position you are applying for, and attach this with your application along with your Resume and Cover Letter.*

* Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
* Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
* Demonstrated experience in recruitment and selection, including high volume/group recruitment and coordinating throughout the stages of the Recruitment Life Cycle.
* Proven experience supervising staff and building capacity within a team.
* Sound problem solving and administrative skills within a team environment.
* Demonstrated ability to flexibly manage competing priorities with the ability to multi-task and be flexible towards workforce demands.
* Demonstrated ability to develop build rapport with managers and staff to provide professional Recruitment advice and support.
* Demonstrated ability to build rapport with candidates and assess skills against key selection criteria.
* Demonstrated ability to work at a fast pace whilst maintaining accuracy and attention to detail.