

POSITION DESCRIPTION

Recruitment Consultant



Reporting to: Recruitment Manager

Date: December 2016

Role responsibilities

To encourage flexible work practices and to accommodate changes in responsibilities in line with business requirements, this document describes broad role responsibilities rather than detailed tasks

Service delivery

- Source candidates through innovative use of advertising media and networks, leveraging brand to actively position Red as an attractive employer in a competitive market
- Manage and administer end to end recruitment process in line with competency requirements and Red's objectives
- Work closely with all operational and recruiting managers to ensure recruitment targets of quality, quantity, timeliness and retention are met
- Conduct pre-employment checks within Red policy and compliance requirements to assure the highest quality of recruits to Red

Stakeholder relationships

- Facilitate a high degree of structured, deliberate communication with internal teams to ensure clarity of objectives, delivery to business needs, and to encourage quality recruitment and on-boarding outcomes
- Ensure effective and timely communication with all candidates to deliver an engaging candidate experience and undertake post-employment candidate care discussions to increase engagement and retention

Process management

- Support hiring managers through a repeatable and consistent yet agile recruitment process, ensuring to competency requirements and business needs
- Assist in the development, review and coordination of all recruitment activities to deliver quality recruitment outcomes
- Contribute to the continuous improvement of the effectiveness of the recruitment process, applying flexibility as appropriate to role and business requirements

Reporting and analysis

- Assist with the development and maintenance of accurate and timely reporting

Required Competencies

- Perseverance
- Attention to Detail
- Customer Focus
- Influencing Others
- Adaptability
- Problem Solving

Preferred experience/qualifications

- Significant experience in bulk recruitment, preferably in contact centre industry
- Experience in recruiting and/or managing sales staff
- Experience in running multiple concurrent campaigns or projects

Snowy Group values

- Safety
- Agility
- Courage
- Decency
- Ownership
- Teamwork

