

Recruitment Officer

- An opportunity to make a real difference
- Part time (3 days per week) - flexibility in the days and hours worked
- Excellent salary packaging options

THE ORGANISATION

Our Vision is for ADEC to be recognised as a leading provider of disability and aged care services in Victoria.

The Mission of ADEC is to provide equal access to high quality disability and aged care services for all members of the Victorian Community.

THE ROLE

This is an exciting and new role where you will be reporting to the HR Coordinator, you will work with leaders across the organisation to fulfil immediate talent acquisition needs.

As a Recruitment Officer, you are primarily responsible for managing the end-to-end recruitment processes.

Your duties will include, but are not limited to:

- Manage recruitment processes including writing advertisements, initial screening of applicants, and conducting interviews
- Establishing strong relationships with Hiring Managers and taking effective job briefs.
- Ensure all compliance is being met, and recruitment documentation is properly completed and recorded.
- Report Directly to the HR Coordinator.

ABOUT YOU

To be considered for this role, you will have a minimum of one years' experience in a Recruitment and enjoy working with a diverse range of people.

Additionally, you will have:

- An upbeat nature with a can-do attitude.
- The ability to work in a fast-paced environment.
- Well-developed computer literacy skills.
- Knowledge of Regulations, awards, and industrial agreements (highly desirable)

AWARD AND CLASSIFICATION

All ADEC employees are employed under the terms, conditions and entitlements of the Modern Award – Social, Community, Home Care and Disability Services Industry Award 2010 (the Award); and the National Employment Standards (NES). The classification for this position is Level 3.1

It is mandatory to be fully vaccinated for this position and proof of vaccination will be required.

ADEC is an equal opportunity employer. We value and strongly support the principles of equal opportunity in the workplace. Persons with disability and people from diverse backgrounds are encouraged to apply for this position.

APPLY NOW

If this sounds like the opportunity you've been looking for, send through a copy of your resume and a **cover letter** outlining your suitability for the role.

Please note that only short-listed candidates will be contacted.