

## Candidate Resourcer

### Candidate Sourcing

- Proactively source candidates through databases, job boards (Seek, Indeed, etc.), social media, LinkedIn, and referrals.
- Build targeted candidate lists in the CRM and pipelines in LinkedIn Recruiter for consultants to review.
- Monitor online job ads and update the CRM with active candidate profiles.
- Contribute to building and maintaining talent pools for current and future opportunities.

### Candidate Engagement

- Support consultants by sending initial connection requests and messages on LinkedIn/social platforms.
- Speak with candidates to qualify and pre register, send onboarding forms and documents and schedule interview with consultant.
- Assist with gathering additional information or documentation from candidates when requested by consultants.
- Keep candidates warm and engaged under the direction of consultants.

### Consultant Support

- Provide consultants with pre-sourced and pre-screened candidate lists for open roles.
- Assist consultants in shortlisting by tagging and categorising candidates in the CRM.
- Prepare draft candidate profiles in CRM or LinkedIn Recruiter for consultant review.
- Assist with scheduling interviews, assessments, or site visits as required.

### Administration & Compliance

- Maintain accurate candidate records within the CRM.
- Update availability, contact details, and compliance documentation as directed by consultants.
- Assist with data imports, updates, and system maintenance to ensure CRM accuracy.
- Follow compliance processes including collecting licences, tickets, and reference details once instructed by consultants.

### Business Development Admin

- Support lead generation by capturing company and contact details from candidate conversations, job ads, or LinkedIn searches.
- Assist consultants with building prospecting lists in CRM or email outreach campaigns.
- Monitor competitor job postings and record market intelligence in CRM.

### Relationship Building & Continuous Improvement

- Build rapport with candidates under consultant guidance to encourage long-term engagement.
- Contribute ideas for improving sourcing strategies, pipelines, and candidate management processes.
- Work closely with consultants to develop knowledge of industries, roles, and recruitment best practices.

## Recruitment Admin

<b>Position Title:</b>	Recruitment Team Administrator
<b>Job Type:</b>	Monday to Friday 8:30am - 5:30
<b>Primary Location:</b>	Offshore - Remote
<b>Software:</b>	JobAdder, Adobe, Canva, Seek Talent Search, ROI AI, MS 365 (word, excel, forms, SharePoint), Later, LinkedIn, Instagram, TikTok, Facebook, YouTube, Later, Scribe, Loom, Link Tree

### Main Duties and Responsibilities

#### Administration:

- Confirm daily appointments (candidate and client meetings) and reschedule as required
- Follow up registration application forms and missing resumes
- Format resumes and upload to JobAdder
- Send registration interview confirmations to candidates
- Send interview confirmations to clients and candidates
- Manage audiences across multiple email subscription groups, review and tidy every week
- Update candidate, client and company profiles in JobAdder
- Prepare terms of business and create client files – carry out client ABN checks
- Set up new jobs in JobAdder
- Post and re-post Job ads to online job boards
- Set up candidates in JobAdder and fill out profiles
- Update and maintain procedure manuals and templates
- Manage reporting dashboards in JobAdder
- Electronic filing, data input, and database management
- Carry out reference checks as required (via email)
- Manage referral register
- Manage candidate and job placement compliance

#### Marketing:

- Prepare two weekly email communications to the database
- Set up lead generation and hygiene cleanse communication campaigns in ROI
- Prepare blog articles and posts to company website and social platforms
- Prepare annual salary report – collate statistics and prepare for distribution
- Create marketing collateral via Canva templates for social media, presentations etc
- Review website and company social media pages quarterly to ensure up to date
- Prepare content and post weekly to Instagram, Facebook, Tik Tok and LinkedIn
- Edit and post podcasts to Spotify, apple, YouTube, website etc. and promote on social media
- Update capability statement/pitch documents as required

#### Core competencies:

- Clear and confident written communication
- Recruitment administration experience
- Proficient with JobAdder and Canva
- Experience creating and scheduling content to social media
- Proactive and able to complete tasks in full and on time
- Curious and resourceful