



# Indian Support Center Pty Ltd

Reg No: INC1500501 ABN No: 72966316271 Charity Reg No: CFN/23874

2 Lane Street, Wentworthville NSW 2145

[www.indiansupportcenter.org.au](http://www.indiansupportcenter.org.au)

<b>Job title</b>	<i>Recruitment Administrator</i>
<b>Job type</b>	<i>Volunteer Work Experience</i>
<b>Reports to</b>	<i>Mentor/President</i>

## Job purpose

To provide an effective and comprehensive HR & Recruitment services that are aligned with the organizational goals and valuable for our job seeking clients

## Duties and responsibilities

- To assist with recruitment queries from team members and the general public
- Review and suggest changes to client resumes
- Provide career path guidance
- Prepare database of job seeking client profiles
- Liaise with Recruitment agencies to place job seeking clients
- To be familiar with recruitment policies and procedures
- To provide HR services to the organisation
- Follow up to ensure volunteer requirements are met and documented
- Assist with any other HR related services required by the organisation
- Adhere to ISC Core Values
- Secure and maintain client confidentiality

## Requirements

- Knowledge, skill or experience in Recruitment Administration
- Knowledge, skill or experience in Human Resource Management
- Strong verbal and communication skills
- Ability to work with a team or independently if required
- Ability to multitask and perform within deadlines

## Performance Goals

- Achieve job placements within a reasonable timeframe
- Maintain quality and success of job placements
- Conduct professionally with peers and clients at all times

## Working conditions

Part-time

<b>Approved by:</b>	
<b>Date Approved:</b>	
<b>Date Reviewed:</b>	