

# Recruitment Administrator

On behalf of our client, a High Profile Global Resources Group within the Energy sector located South of the River, Brunel are seeking a skilled Recruitment Administrator who ideally will be available for an immediate commencement!

## Summary

- Publication: PUB297252
- Market: OilGasAndMining
- Industry: Oil & Gas
- Area of expertise: Project Management & Services
- Hours per week: 40
- Education level: Secondary School
- Closing date: Sunday, 18 April 2021

## Job

- Manage the end to end recruitment process
- Advertising vacancies

- Screen, evaluate, conduct first round interviews to ensure candidates are the right brand fit and conduct reference checks on candidates; maintain requisition and advertising databases
- Coordinate the hiring process for new recruits, including pre-employment screening, travel, relocation, effective start date, security clearances, and visa coordination
- Onboarding - start to finish
- Act as a first point of contact for new recruits
- Supporting candidates throughout the interview process
- Keep up-to-date on recruiting requirements, standards and processes for each of the business groups, Business Lines and functions
- Support the staffing of new businesses
- Maintain new employee files and Human Resources records
- Update and maintain the applicant tracking system and recruiting files to support future activity and building a talent pipeline for future roles
- Organise the logistics for all assessment sessions
- Organise recruitment events
- Assist with the coaching and development of new team members
- Participate in continuous improvement initiatives and streamline the recruitment processes
- Ensure compliance with the Data Privacy and Protection Guidelines and relevant legislation
- General administration support the team

### **About you**

- 3 years' + related experience within a similar role
- Energy Resource Sector experience will be well regarded
- Preferable to have completed a Diploma in Human Resources or equivalent
- The ability to work autonomously, to self-manage and use initiative
- Competent computer skills – Microsoft Office Suite, SAP and an ability to learn new software systems
- Willingness to work flexible hours when and if required
- Ability to multi-task jobs

- Ability to liaise with all key stakeholders
- Excellent written and verbal communication skills
- Strong organisational and time management skills
- Resilience under pressure, able to identify priorities, learns quickly and adapts to new problems and situations
- An understanding of the need to comply with company policies, including Personnel, Quality System and HSE standards and procedures
- Positive can-do and proactive attitude

### **What we offer**

- This is a fantastic opportunity for candidates to work close to home - south of the river
- Enhance your experience within the Resource sector and an opportunity to work within internal HR/Recruitment
- High Profile Global organisation

If you meet the above requirements and would like to be considered for this role – Please apply directly using the ‘Apply’ button.

Brunel values diversity and encourages applications from female, Aboriginal and Torres Strait Islander, and minority group candidates.

### **Feel free to contact**

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