

Adecco Australia

Recruitment Consultant



better work, better life

The Adecco Group is the world's leading provider of HR solutions. We deliver recruitment and career services to organisations and individuals across the employment lifecycle.

In Australia, Adecco has over [50 years industry](#) experience making us the most qualified staffing solutions provider and leading supplier of casual and permanent staff. Each day Adecco places 8,000 temporary employees with more than approximately 3,000 clients throughout Australia.

Subject/s:	Session 1 (30): ACC275*, BUS220, BUS370 Session 2 (60): ACC275*, BUS370 Session 3 (90): BUS220
Locations:	16 locations across Australia *ACC275 only available at Southbank location
Availability:	1 position in each location

The key to being successful in a Recruitment Resourcer role will be:

- Assisting with the acquisition of talent by sourcing candidates through business contacts, referrals, LinkedIn, directing recruiting, existing database and internet advertising.
- Managing your day to ensure that you are achieving weekly, monthly and quarterly individual/team targets.
- Provide exceptional administration support to the team with a great eye for detail, consistent approach to compliance and a fantastic customer service ethic.

Position Description Attached.

Complete [Form F: Authority to Disclose Information](#) and email along with a covering letter, a copy of your academic transcript and resume to Jenny Grainger (Manager, Workplace Learning Unit, Faculty of Business, Justice and Behavioural Sciences) at FOJBJS-WPL@csu.edu.au


Refer to: [Closing Date](#)



Further Info



How to apply



Closing Date

Locations Available For Adecco Australia

Victoria

1. **Southbank Head Office** – Level 16, 28 Freshwater Pl, Southbank. VIC 3006
2. **Clayton** - Building 3, Suite 3, 195 Wellington Road, CLAYTON VIC 3168
3. **Dandenong** - Suite 4, 31 Princess Hwy, DANDENONG VIC 3175
4. **Blackburn** - Suite 2, 10-12 Blackburn Rd, BLACKBURN VIC 3130
5. **Derrimut** - Unit 4, 1st Floor, 530 Boundary Road, DERRIMUT VIC 3030
6. **Melbourne CBD** - Level 16, 28 Freshwater Pl, Southbank. VIC 3006
7. **Albury/Wodonga** - Suite 1a, 111-113 Hume Street, WODONGA VIC 3690

South Australia

8. **Adelaide** – Adecco House, 165 Grenfell Street, ADELAIDE SA 5000

NSW/ACT

9. **Sydney CBD** – Level 2 - 68 Pitt Street, SYDNEY NSW 2000
10. **Parramatta** - Ground Floor, 10-14 Smith Street, PARRAMATTA NSW 2150
11. **Bathurst** - Shop 1, 183 George St, BATHURST NSW 2795
12. **ACT** - Suite 6, Level 2, 3 Sydney Ave, BARTON ACT 2600

Queensland

13. **Brisbane CBD** – Level 19, 300 Adelaide Street, BRISBANE QLD 4000
14. **Hendra** - Unit 10, 463 Nudgee Road, HENDRA QLD 4011
15. **Wacol** - Suite 2, 63A Tile Street, WACOL QLD 4076

Western Australia

16. **Perth** – Level 12, 37 St Georges Terrace, PERTH WA 6000



Resource Consultant, Position Description



Position title Resource Consultant

Business Unit Adecco

Reports to Branch Manager

Region of responsibility

Position Purpose

- To provide the Branch with appropriate numbers of work-ready and compliant temporary associates whilst ensuring that the maximum level of customer care is delivered to temporary associates;
- Assume responsibility for the tasks undertaken as a Resource Consultant. This extends to the manner in which Adecco is represented and includes a professional approach toward Adecco's candidates, clients and colleagues at all times;
- To maintain and develop new and existing client relationships through the identification and provision of temporary/permanent recruitment and management services.
- To achieve business goals and maximise profit targets;
- Meet and exceed the needs of Adecco's clients, candidates, colleagues and shareholders.

Overall accountability



People Accountabilities

1. Embrace teamwork within your own branch.
2. Develop and build strong working relationships with colleagues across the branch network and shared services.
3. Building strong and professional relationships with your colleagues within your branch by ensuring effective communication with other staff members by encouraging the sharing of information.
4. Respect your colleagues and act in a professional way at all times towards them.
5. To live and promote the five Adecco values of Team Spirit, Customer Focus, Responsibility, Entrepreneurship and Passion in the branch at all times.

People accountabilities are measured by: Colleague feedback, Contribution to branch & team activities, Manager feedback.



Sales and Financial Accountabilities

1. Increase branch profit by ensuring that fill rates in the branch are kept at the required level.
2. Reduce cost to hire for the branch by ensuring existing registered, compliant, appropriately skilled and work ready associates are retained and utilised where possible.

Financial accountabilities are measured by: % fill rate, GM/EVA results for branch, Evidence of increased retention figures, Repeat job placement evidence



Customer Accountabilities

1. To proactively attract candidates using a variety of different means and to register and complete the end to end recruitment process for suitable applicants and to ensure the branch has a quality pool of work ready candidates at all times.
2. To write and place effective job advertisements in appropriate media.
3. Keep up to date with competitor activities and industry trends.
4. Maintain regular contact with active candidates seeking roles.
5. Identify areas of the recruitment process that require tailoring for specific clients in order to capture best fit associates.
6. Interact with clients as required to support consultants and branch activity and attend client visits as required from time to time.
7. Assist branch personnel with office administration and reception functions as directed and required including meet and greet, compiling documentation and overseeing general office functions.
8. To ensure that associates receive quality care at all times in their dealings with Adecco.

Customer accountabilities are measured by: Pool of skilled candidates, % fill rate, Candidate referrals, Interview to placement ratio, Evidence knowledge, Feedback from Manager & clients, Evidence of job advertising, Volume of responses, Candidate feedback, Tenure of placement, Reward schemes implemented, Client feedback, % fill rate, Retention rates, Branch feedback, Notes in appropriate systems.



Quality Accountabilities

1. Maintain data integrity in all required systems.
2. Complete all reporting and documentation requirements as requested.
3. Accurate calculation of rates for clients and associates.
4. Understanding and adherence to all ERA, WH&S, EEO, privacy and other applicable legislation at all times.
5. Ensure that all OH&S legislation and Adecco policies are adhered to at all times in relation to clients, candidates, associates and colleagues.
6. Ensure that all OH&S legislation, Adecco quality systems and Adecco policies are adhered to at all times in relation to clients, candidates, associates and colleagues.
7. Perform any required payroll and associated function for the branch as required.
8. Achieve activity standards on a daily/weekly/monthly basis as required and directed.
9. Ensure that all activities in relation to the candidate process meet Adecco's compliance standards as per compliancy requirements for associates, clients and in general and in relation to the:
 - Application process
 - Interview process (work status, licence validation, MOJ etc)
 - Appropriate testing
 - Reference checks
 - Ensure the completion of a full induction and all related paperwork

- System compliance

Quality accountabilities are measured through: Attendance records, compliance audits, Weekly/monthly and ad-hoc reports, % of errors, Client feedback, Compliance to legislation, Associate disputes/grievances, Feedback from management, Compliance audits, Branch spot checks, systems records, 100% compliance with WH&S legislation, Satisfactory audit results, Timely completion of payroll, Accuracy, no special pays, Evidence of KPI achievement.

Other Accountabilities

From time to time this role is required to undertake other projects and responsibilities when required by the group.

<p>Key Stakeholders:</p> <ul style="list-style-type: none"> • Branch Manager and Sales team • Shared Services Teams including Finance, WHS, IR, Legal, Payroll, Credit • Candidates 	<p>Key Performance Indicators</p> <ul style="list-style-type: none"> • A list of KPI's will be provided in a separate KPI document that will be updated from time to time as business needs require
<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Relevant service industry experience (ideally recruitment and/or sales) 	<p>Skills and Attributes:</p> <ul style="list-style-type: none"> • Intermediate computer skills • Time management skills • Customer service skills • Well developed interpersonal/relationship building skills • Ability to think on feet and make decisions

