



HR Partners

Human Resource Management / Recruitment

An exciting opportunity to learn about the Recruitment process (specializing in the HR industry) has arisen at the HR Partners Melbourne Office. Working alongside a team of 5 you will discover the world of recruiting from experienced and friendly recruitment consultants.

HR Partners is a recognized leader in HR Executive Search and Selection, offering a variety of services exclusively within HR recruitment. Established in 1997, we have built a strong brand within the Australian HR market.

Our clients and business partners are a broad mix of international brand leading businesses, as well as some of Australia's most successful listed companies.

Subject/s: **Session 1 (30):** BUS220 and BUS370
 Session 2 (60): BUS110 and BUS370

Specialisation: Human Resource Management

Location: Melbourne

Availability: 1 position

Students will have the opportunity to learn first-hand about the Recruitment industry, working closely with our experienced consultants you will gain experience in:

- end to end recruiting cycles
- database management
- interviewing techniques
- preparing contracts and legal documents
- induction of new contractors
- answering and directing enquiries



Further Info

You may also have the opportunity to take part in company events, such as our HR Network Group breakfasts or business development luncheons.

To be successful in this position ideally you will have: intermediate Microsoft Word & Excel skills, strong verbal and written communication skills, a professional telephone manner, and most importantly an interest in the HR or Recruitment industry!



How to apply

Complete [Form F: Authority to Disclose Information](#) and return to FOJBS-WPL@csu.edu.au

If you are seeking the ideal opportunity to build upon the knowledge you have learned at university, and put into practice the skills you have gained from part time work, within a recruitment/ HR environment; please call Jana Moniez on 03 8621 5700 for a confidential discussion, or send your resume, cover letter and a copy of your academic transcript to melb@hrpartners.com.au



Closing Date

Refer to: [Closing Date](#)
