

## Trainee Recruitment Consultant

Green Light • All Sydney NSW



Base pay

\$60,000 - \$70,000



Work type

Full time



Contract type

Permanent

### Job details



Date posted

**20 May 2022**



Expired On

**19 Jul 2022**



Category

**HR & Recruitment**



Occupation

**Recruiter - Agency**



Base pay

**\$60,000 - \$70,000**



Contract type

**Permanent**



Work type

**Full time**



Job mode

**Standard business hours**



Work Authorisation

**AUSTRALIAN CITIZEN /  
PERMANENT RESIDENT**

### Perks

CAREER DEVELOPMENT

### Skills

RECRUITER

RECRUITMENT

TALENT ACQUISITION

TALENT MANAGEMENT

CAREER DEVELOPMENT

WRITTEN AND VERBAL

### Full job description

Green Light Worldwide are currently looking for a **Trainee Recruitment Consultant** to support recruitment activities within our growing consulting business. The ideal person will experience working as a junior recruiter or resource delivery coordinator.

This role will involve supporting Senior Resource Managers in planning and coordination of talent management initiatives. As a better understanding of the Green Light business develops, this position will be given increasing levels of responsibility on which to focus in preparation for a more senior involvement within Green Light.

Green Light prides itself on having a fun, friendly, flexible and empowering culture where opinions are valued.

#### Responsibilities:

- Assist in talent acquisition initiatives.
- Writing and Advertising opportunities where appropriate.

- Assist in the Consultant Care initiative.
- Take responsibility for building, maintaining & engaging with talent pools/pipelines in accordance with business requirements.
- Build internal relationships, becoming a trusted advisor for resource management within organisation.
- Aptitude of hard work, common sense and empathy towards assignees, ability to prioritise and juggle changing demands and time-frames.
- Develop and maintain stakeholder relationships by understanding skill set and career development goals
- Build your knowledge around project delivery to better understand business requirements.

**Required Experience:**

- Background in phone-based sales/ customer service experience would be highly advantageous.
- Ideally have some recruitment/ resourcing experience. This can be from either an internal or agency in your background.
- Positive attitude and desire to succeed.
- Motivated to learn.
- The ability to pick up systems quickly.
- You will have a high level of attention to detail and exceptional organisation skills.
- A process-driven personality and high performance standards.
- Exceptional communication skills both written and verbal.

For further information and expressions of interest please contact Peter Rabold-Cowley Head of Resource Management on 0402 096 684 or email your resume and cover letter to [peterr@greenlightworldwide.com](mailto:peterr@greenlightworldwide.com).