Recruitment Coordinator

We are seeking a professional Recruitment Coordinator to coordinate the end to end recruitment of key positions within the Catholic Schools Office and Parish School Communities. You will also be able to use your high level skills to support Catholic Schools Office staff and school communities.

This role touches on every part of the recruitment cycle from the advertising stage right through to placement and requires excellent organisational skills and the ability to handle sensitive information confidentially.

Criteria:

- Experience in Human Resources and/or Recruitment role with at least 2 years as a recruitment specialist is desirable.
- Knowledge of freedom of information and privacy legislation, and any other legislation likely to impact on the operation of the function and recruitment activity.
- Highly developed skills in oral, written and interpersonal communication.
- Manage end to end recruitment process.
- Demonstrated ability to multi-task competing priorities.
- Demonstrated adherence to the teachings of the Catholic Church by conduct and lifestyle.

To apply, please submit your full application including a current resume, statement addressing the selection criteria, names and addresses of referees including Parish Priest or Minister, to:

Email: hr@lism.catholic.edu.au

Applications to be received by 9am Friday, 17 February 2017

Child Protection legislation requires preferred applicants to be subject to employment screening

An Equal Opportunity Employer