



NSW Recruitment Associate Manager

Michael Page • Sydney CBD NSW



Base pay

\$75,000 - \$87,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

12 Jul 2021



Category

HR & Recruitment



Occupation

Other



Base pay

\$75,000 - \$87,000



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Industry

Human resource



Work Authorisation

Australian citizen /
Permanent resident

Perks

Christmas party

Skills

RECRUITING

DISABILITY

HR

LEARNING AND DEVELOPMENT

OFFER NEGOTIATION

RECRUITMENT

TALENT DEVELOPMENT

Full job description

- Clear and collaborative Learning and development program
- Inclusive environment where diversity is celebrated to create a team culture

About Our Client

Established in London in 1976, we've been bringing the world's best employers and brightest professionals together for over 40 years. As an organically grown business, we are passionate about career progression and offer our people unrivalled talent development programmes Page Executive, Michael Page and Page Personnel make up the recruitment powerhouse Page Group. Join our culture of success and expand your career horizons around the Page Group

world.

At Page Group, we don't just accept difference - we celebrate it.

We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, colour, religion, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law

Job Description

As a Recruitment Associate Manager at Page Group you will be responsible for things such as;

- Work and form relationships with clients to know the ins and outs of their departments and better understand their hiring needs and job specifications
- Develop and release job postings on a platforms, such as social media and job boards
- Utilise knowledge of multiple recruiting sources and execute innovative recruiting strategies to find quality candidates and prospect for new business
- Screen resumes and prospects, qualify, interview, and manage candidates throughout the interview process from interviews preparations to assisting with final offer negotiation
- Maintain a database of candidate records, including active and passive prospects, hired and fired employees, and other candidate relationships
- Follow up on interview process status and update records in internal database
- Build mutually beneficial relationships with clients and candidates and work as part of a passionate team to maximise Page Group's commercial performance.

The Successful Applicant

Candidates we believe are successful in the role have these skills and qualifications;

- Experience in recruitment or sales is highly regarded
- Exceptional communication, interpersonal, and decision-making skills
- Familiarity with job boards, and HR software, databases, and management systems
- A natural drive to succeed in your personal goals and celebrate the success of the team
- The ability to build relationships with different people and personalities
- The ability to handle adversity and rejection

What's on Offer

What's on OfferPage Group has created a competitive rewards and benefits program to be proud of!

- Flexible working arrangement
- Annual volunteering day and various giving back initiatives throughout the year
- Competitive commissions
- An inclusive environment where diversity is celebrated. Join one of our growing internal networks: Women@Page, Parents@Page, Pride@Page, Ability@Page and FirstPeoples@Page
- Monthly office and quarterly team events, midyear functions, Christmas party, annual awards nights, individual awards to dine in top restaurants, Red Balloon voucher incentives.
- Annual High Flyers trips to locations such as Dubai, Hong Kong, Bali and Hawaii
- Excellent open plan office environments to encourage a collaborative workforce.