

## Recruitment Consultant/ HR Assistant

- 6-month part-time contract, up to 3 days a week
- Hands on operational recruitment with an additional strategic element
- Recruitment assignments include FMCG Account Management, Supply Chain and QA

We are a well-established and growing SME that continues to innovate and develop private label and branded products that gain market recognition with Australian leading food retailers and brand owners. An opportunity is now available for an in-house Recruitment Specialist who can manage the current recruitment assignments while establishing a Recruitment Strategy and Policy for the business.

This opportunity is a 6-month, part-time contract position, reporting the People & Culture Manager. Based in Surrey Hills, up to 3 days per week, with flexibility in hours and days worked. We are seeking a Recruitment Specialist with HR knowledge, to establish best practice recruitment methods and develop an Employer Brand and talent pool for future use.

This role will be responsible for the end to end recruitment process, from advertising roles, to interviewing, to offers and onboarding, playing a key decision maker in the appointment. Further project work includes developing a Recruitment Strategy for the business, training Managers and Team Leaders on behavioural based interviewing and establishing a formal recruitment policy. Involvement in Employer Branding and creating an active talent pool will also be important components of the contract role. Where time permits involvement in HR administration, including contract preparation, policy documentation, training and development and cultural enhancement projects will be required.

We are looking for candidates with a minimum of 4-5 years in the recruitment industry and a sound knowledge of Human Resource function. Candidates need exceptional work ethic, discretion and objectivity. The ability to effectively work with a variety of different managers and levels within the business is important. A big picture thinker and a sense of hands on operational task management required with the mindset of getting the job done. Strong interpersonal skills with excellent communication skills is important.

To be considered for this role, you'll have the relevant qualifications and industry experience required. You'll have a passion for people and culture as well as the smarts of best practice recruitment within the FMCG industry. This is an excellent opportunity to further your career in a successful business that recognises, engages and develops the potential in their people. If you are looking for a challenging hands on contract, with a strategic component, please send through your resume and cover letter in application to [hr@orange-and-green.com](mailto:hr@orange-and-green.com). We look forward to hearing from you.

*Please note only shortlisted candidates will be contacted. You must have the appropriate working rights within Australia to apply for this role. Please no agency referrals for this position.*