



POSITION DESCRIPTION

Recruitment Officer

Position	Recruitment Officer
Employment	Permanent, Full Time/Part Time
Location	Hybrid Model (South Melbourne Office/Working from Home)
Reports to	Recruitment Lead (directly) Managing Director (indirectly)

ORGANISATION

The BelRose Group is a dynamic and results oriented business with extensive experience in leading, coaching and developing executive teams to achieve corporate objectives.

The BelRose Group works with a diverse range of clients across Australia and specialises in Organisational Redesign, Strategy, Executive Remuneration & Benefits, Investigations, Recruitment & Selection, Workers Compensation and Industrial/Employee Relations (including representation in the Fair Work Commission and WorkSafe).

The BelRose Group is a boutique organisation specialising in Strategy and People & Culture, with extensive experience in:

- Organisational Redesign
- Strategic Planning, Strategy Development & Implementation
- Team Building & Leadership Coaching
- HR Strategies Formulation
- Employer of Choice initiatives
- Contract Development & Negotiations
- Recruitment & Selection
- Industrial Relations expert
- Change Management
- CEO/People Leader
- Board Governance
- Business Improvement
- Audits & Investigations
- Mediation and Facilitated Discussions
- CEO Key Result Area development
- Employment contracts
- Employee Relations & Retention
- Operations Management
- Policy & Programme Development
- Performance Management (Development of Frameworks, educating management & staff and coaching for management)
- Staff Development Programs
- Learning & Development Frameworks (development & delivery)
- Competency, Classification & Capability Frameworks
- Training, Mentoring, & Coaching
- Job Design, Evaluation & Remuneration Specialist
- Governance and Compliance
- Employment Legislation, Regulation and Award interpretation
- Workplace Investigations
- Workers Compensation complex case management
- Behavioural profiling



VALUES

Kindness	Friendly, generous, and considerate to others and yourself
Respect	Value and honor others, recognise everyone is different
Choose Your Attitude	Demonstrate a positive approach, appropriate behaviours and teamwork
Honesty	Be truthful and trustworthy
Customer Centric	The BelRose Group clients are core of everything we do to ensure the delivery of a positive experience and to maintain long-term relationships

POSITION

As a valued member of **The BelRose Group** team, the **Recruitment Officer** is responsible for coordinating and supporting end-to-end recruitment activities across The BelRose Group's client portfolio.

The role requires strong administration skills, excellent attention to detail, friendly and professional customer service, and the ability to manage recruitment processes in a timely, accurate and organised manner.

The Recruitment Officer will work closely with the Recruitment Lead, internal team members, clients and candidates to support high-quality recruitment outcomes, maintain accurate records, and ensure a positive and professional experience for all stakeholders.

DUTIES

Primary Tasks

- Coordinate end-to-end recruitment processes, including advertising, candidate screening, shortlisting, interview coordination, reference checking and recruitment administration.
- Prepare and post job advertisements across relevant recruitment platforms and channels.
- Manage candidate communications in a friendly, professional and timely manner.
- Maintain accurate candidate records, recruitment documentation and tracking information.
- Assist with the preparation of interview schedules, candidate packs, selection documentation and related recruitment materials.
- Undertake candidate screening and initial suitability checks in line with role requirements and client expectations.
- Support clients and internal team members throughout the recruitment process by providing responsive, accurate and professional administrative support.
- Draft recruitment-related correspondence, including candidate updates, interview confirmations, reference check documentation, employment correspondence and other relevant communications.



- Undertake reference checks and prepare clear, accurate and well-presented summaries.
- Assist with scribing and selection report writing activities as required.
- Support the preparation of Letters of Offer, Employment Agreements and onboarding documentation as directed.
- Use recruitment platforms, databases and Microsoft Office systems to support efficient recruitment administration and reporting.
- Assist with maintaining candidate pools and talent records to support future recruitment needs.
- Ensure recruitment processes are conducted in line with merit-based recruitment principles, client requirements and relevant employment obligations.
- Develop positive working relationships with **The BelRose Group** team, clients and candidates.
- Participate in special projects and continuous improvement activities as required.
- Undertake other duties commensurate with skills and experience as directed by the Managing Director.

ATTRIBUTES

- First and foremost, align yourself with **The BelRose Group** Values.
- Provide friendly, professional and customer-focused service to clients, candidates and team members.
- Maintain confidentiality, accuracy and professionalism in all recruitment activities.
- Foster a team approach to problem solving.
- Communicate effectively and respectfully with clients, candidates and colleagues.
- Support a collaborative and positive workplace culture.
- Ensure compliance with work health and safety legislation.
- Contribute to **The BelRose Group's** continuous quality improvement and organisational growth.

SELECTION CRITERIA

Essential Qualifications & Experience

- Demonstrated experience supporting or coordinating end-to-end recruitment processes.
- Strong administration experience, preferably within recruitment, human resources, professional services or a client-focused environment.
- Demonstrated experience managing multiple tasks, priorities and deadlines with a high level of accuracy.
- Excellent attention to detail, particularly in relation to documentation, candidate records, correspondence and reporting.
- Strong customer service experience, with the ability to communicate professionally and positively with clients and candidates.
- Excellent Microsoft Office skills, including Word, Excel, Outlook and Teams.
- Experience using recruitment platforms, applicant tracking systems or candidate databases is highly desirable.
- Experience preparing recruitment correspondence, interview documentation, reference checks or selection reports is desirable.



Knowledge, Skills & Abilities

- Strong organisational and time management skills, with the ability to manage competing priorities.
- Excellent written and verbal communication skills.
- High level of accuracy and attention to detail.
- Friendly, professional and customer-focused approach.
- Strong administration and coordination skills.
- Ability to maintain confidentiality and handle sensitive candidate and client information appropriately.
- Ability to follow processes, meet deadlines and maintain accurate records.
- Sound computer literacy and confidence using Microsoft Office applications.
- Ability to use, or quickly learn, recruitment systems, databases and online platforms.
- Strong interpersonal skills and the ability to build positive relationships with clients, candidates and team members.
- Ability to work both independently and as part of a team.
- Positive attitude, flexibility and willingness to support broader team priorities.
- Commitment to **The BelRose Group** values and high standards of client and candidate service.

APPROVAL

Belinda Beltz

Managing Director

Dated: May 2026