



JOB DESCRIPTION - RECRUITMENT SPECIALIST

Job Title: Recruitment Specialist

Department: Human Resources

Reports to: HR Manager

Job Overview

As the Recruitment Specialist at Trendie, you will be responsible for managing the full recruitment lifecycle, from assessing staffing requirements to successfully onboarding new employees. In this dynamic role, you will be instrumental in sourcing, interviewing, and selecting the highest calibre of candidates to support the organisation's strategic growth objectives. Additionally, you will contribute to developing a strong employer brand and ensuring an exceptional candidate experience throughout the recruitment process.

Key Responsibilities

- **Staffing Needs Identification:** Collaborate closely with department heads and hiring managers to identify staffing needs, forecast talent gaps, and develop comprehensive job descriptions that align with organisational goals.
- **Candidate Sourcing:** Leverage multiple recruitment channels—including job boards, social media platforms, professional networks, and recruitment events—to source and attract a diverse and highly skilled talent pool.
- **Resume and Application Screening:** Perform detailed reviews of resumes and job applications to shortlist candidates who best meet the role requirements and align with Trendie's organisational culture.
- **Interview and Assessment:** Conduct structured interviews and assessments to evaluate candidates' technical skills, experience, and cultural fit. Use best practices to ensure fair, inclusive, and unbiased recruitment.
- **Interview Coordination:** Manage the scheduling and coordination of interviews, working with hiring managers and other stakeholders to ensure a seamless interview process for candidates. Provide timely feedback to candidates post-interview.

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- **Offer and Negotiation Management:** Handle the offer stage of the recruitment process, including negotiating terms of employment, salary, and benefits packages. Ensure candidates have a positive experience throughout the negotiation process.
- **Onboarding Support:** Facilitate a smooth onboarding process, collaborating with other HR and operational teams to ensure new employees feel welcomed, supported, and integrated into their roles.
- **Recruitment Data Management:** Maintain up-to-date records of all recruitment activities in compliance with company policies and relevant employment legislation. Regularly report on key recruitment metrics, such as time-to-fill, cost-per-hire, and candidate satisfaction rates.
- **Strategic Recruitment Development:** Innovate and implement recruitment strategies aimed at attracting diverse, high-quality candidates. Continuously evaluate and improve the effectiveness of sourcing channels and recruitment campaigns.

Qualifications and Experience

- **Educational Requirements:** A Bachelor's degree in Human Resources, Business Administration, or a related field is essential.
- **Professional Experience:** A minimum of three years of experience in recruitment, talent acquisition, or human resources is required, with demonstrated success in managing full-cycle recruitment processes.
- **Recruitment Knowledge:** In-depth knowledge of contemporary recruitment practices, including the use of applicant tracking systems (ATS) and recruitment marketing tools.
- **Communication Skills:** Exceptional written and verbal communication skills, with the ability to engage candidates and stakeholders effectively.
- **Technical Proficiency:** Proficiency in HR systems, applicant tracking systems (ATS), and the Microsoft Office Suite.



Skills and Competencies

- **Multitasking and Time Management:** Ability to efficiently manage multiple recruitment campaigns simultaneously while maintaining a high level of accuracy and attention to detail.
- **Interviewing and Assessment:** Expertise in conducting competency-based interviews and using various assessment tools to evaluate candidate skills and cultural fit.
- **Relationship Building:** Strong interpersonal skills with the ability to build and maintain positive relationships with candidates, internal stakeholders, and external recruitment partners.
- **Attention to Detail:** A high level of attention to detail, particularly in relation to data accuracy, reporting, and compliance with employment regulations.

Working Conditions

This is a full-time position based in a fast-paced environment, which may occasionally require interstate travel to attend recruitment fairs, networking events, or client meetings. Flexibility to manage tight deadlines and high-volume recruitment demands is essential.

Key Performance Indicators (KPIs)

- **Time-to-Fill:** Efficiently fill vacant positions within agreed timeframes.
- **Quality of Hire:** Evaluate the long-term success of hires through retention rates and performance reviews.
- **Diversity and Inclusion:** Measure success in attracting candidates from diverse backgrounds, ensuring Trendie's workforce reflects our values of inclusivity.
- **Candidate Experience:** Maintain high candidate satisfaction rates by providing an engaging, transparent, and professional recruitment experience.
- **Recruitment Effectiveness:** Continuously improve the effectiveness of recruitment strategies through data-driven analysis and feedback.



Trendie

Company Values and Organisational Culture

At Trendie, we are committed to fostering a diverse, inclusive, and collaborative workplace. We value innovation, teamwork, and professional excellence. As a Recruitment Specialist, you will be expected to embody these values and actively contribute to maintaining an environment where both our people and the business can thrive.

Career Development Pathways

Trendie provides opportunities for professional growth and advancement within the Human Resources department. Potential career progression pathways include roles such as Senior Recruitment Specialist, Talent Acquisition Manager, or Human Resources Manager. Additional opportunities exist to specialise in talent management, diversity and inclusion, or employee engagement.

By joining Trendie, you will have the opportunity to contribute to our mission of attracting and developing the best talent, ensuring the long-term success and sustainability of our workforce.

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