

## Work Placement Position

# Adecco Australia Associate Consultant

We are the world's leading recruitment expert with more than 32,000 passionate full-time employees in over 5,200 branches across 60 countries. We are committed to connecting organisations with the talent needed to make them succeed.

Our local teams understand the Australian market and are busy connecting people with jobs and jobs with people every day.

Every year in Australia alone, we help thousands of people get into exciting new careers. At any given time, we have over 2,500 temporary employees working for us and each year we place more than 1000 people into full time permanent roles.

To find out more, visit [adecco.com.au](http://adecco.com.au)

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<b>Subject:</b>	<b>Session 1 (30):</b> BUS220 (70hrs), BUS370 (120hrs) <b>Session 2 (60):</b> BUS370 <b>Session 3 (90):</b> BUS220
<b>Specialisation:</b>	Business, Human Resource Management
<b>Location:</b>	16 locations across Australia (Priority: Bathurst)
<b>Availability:</b>	1 position per location
<b>Further Information:</b>	<p>To be successful in the Associate Consultant role you will be:</p> <ul style="list-style-type: none"><li>• Assisting with the acquisition of talent by sourcing candidates through business contacts, referrals, LinkedIn, direct recruiting, existing database and internet advertising.</li><li>• Managing your day to ensure that you are achieving weekly, monthly and quarterly individual/team targets.</li><li>• Provide exceptional administration support to the team with a great eye for detail, consistent approach to compliance and a fantastic customer service ethic.</li></ul> <p>Refer to position description on following page.</p>
<b>How to Apply:</b>	Email Cover Letter, Résumé, Academic Transcript and <a href="#">Authority to Disclose Information</a> to Manager, Workplace Learning, Faculty of Business, Justice & Behavioural Sciences <a href="mailto:business-wpl@csu.edu.au">business-wpl@csu.edu.au</a> .
<b>Closing Date:</b>	<a href="#">Closing Date</a>

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Our available locations for Internship placements include the following:

**Victoria**

1. **Southbank Head Office:** Level 16, 28 Freshwater Place, Southbank VIC 3006
2. **Clayton:** Building 3, Suite 3, 195 Wellington Road, Clayton VIC 3168
3. **Blackburn:** Suite 2, 10-12 Blackburn Road, Blackburn VIC 3130
4. **Derrimut:** Unit 4, 1st Floor, 530 Boundary Road, Derrimut VIC 3030
5. **Albury/Wodonga:** Level 3, 553 Kiewa Street, Albury NSW 2640

**South Australia**

6. **Adelaide:** Level 2, 104 Frome Street, Adelaide SA 5000

**New South Wales**

7. **Sydney CBD:** Level 2, 68 Pitt Street, Sydney NSW 2000
8. **Parramatta:** Ground Floor, 10-14 Smith Street Parramatta NSW 2150
9. **Bathurst:** Shop1, 183 George Street, Bathurst NSW 2795

**ACT**

10. **ACT:** Suite 6, Level 2, 3 Sydney Avenue, Barton ACT 2600

**Queensland**

11. **Brisbane CBD:** Level 19, 300 Adelaide Street, Brisbane QLD 4000
12. **Hendra:** Unit 10, 463 Nudgee Road, Hendra QLD 4011
13. **Darra:** Suite 15, 1 Westlink Court, Darra QLD 4076
14. **Bathurst:** Shop 1, 183 George Street, Bathurst, NSW 2795
15. **Rockhampton:** 38 Armstrong Street, Rockhampton QLD 4701

**Western Australia**

16. **Perth:** Level 12, 108 St Georges Terrace, Perth WA 6000

## Associate Consultant Intern Position Description

<b>Position Title:</b>	Associate Consultant Intern
<b>Business Unit</b>	Adecco Group
<b>Reports to:</b>	Branch Manager
<b>Internship:</b>	Adecco Australia is a recruitment agency which has open recruitment campaigns with existing clients to source and place top talent within their businesses. In this role, you will work closely with the consultants to proactively source candidates and assist with the end-to-end recruitment process for suitable candidates whilst maintaining a high standard of customer care. This is a great opportunity for students studying business or human resources and have an interest in working with people and making a positive impact on their lives.
<b>Position Learning Purpose:</b>	The intern will have the opportunity to: <ul style="list-style-type: none"><li>• Write and place effective job advertisements.</li><li>• Source and screen candidates.</li><li>• Interact with clients and support consultants where required.</li><li>• Assist with administration and reporting.</li><li>• Assist with compliance requirements.</li><li>• Assist with Recruitment activities such as interviewing, testing and reference check processes.</li></ul>

**Learning Accountabilities:**

<b>Qualifications and Experience:</b> Relevant degree / interest in: <ul style="list-style-type: none"><li>• Recruitment and human resources.</li><li>• Customer service experience.</li><li>• Business.</li></ul>	<b>Skills and Attributes:</b> <ul style="list-style-type: none"><li>• Intermediate computer skills.</li><li>• Time management skills.</li><li>• Customer service skills.</li><li>• Good communication skills.</li><li>• Strong attention to detail.</li><li>• A true team player.</li></ul>
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