



Charles Sturt  
University

## Work Placement Position

# Ayme Staffing Pty Ltd Recruitment Consultant

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At the Ayme Group we pride ourselves on offering a comprehensive range of services, encompassing recruitment, contingent staffing, and specialised training to cater to the diverse needs of the Australian market. No matter the industry, our commitment to providing high-quality talent services remains unwavering.

What sets us apart? It's our DNA. We've deliberately different and choose to stand out from the crowd, focusing on fostering transparent long-term relationships. Our approach is simple yet powerful - clear communication, agile problem-solving for staffing needs, and tireless pursuit of the best outcomes for both our clients and candidates.

The Ayme Group services clients in Sydney, Melbourne, Adelaide, Brisbane, and has it's head office based in Bathurst. The Ayme Group is a newly established startup that's seen significant growth in just seven months! As we continue to expand, we're seeking passionate individuals who thrive in fast paced environments and are eager to contribute to our success story. At the Ayme Group you'll have the opportunity to make a real impact, working alongside talented professionals dedicated to providing industry leading service.

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

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**Subject:** **Session 1 (30):** ACC275 (105hrs), BUS223 (35hrs), BUS385 (70hrs)  
**Session 2 (60):** BUS223, BUS385, BUS507 (210hrs)

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**Specialisation:** Human Resources, Recruitment, Sales and Marketing, Finance and Accounting

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**Location:** Bathurst - onsite

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**Availability:** 2 positions per session. Flexible with block placement or set days per week. In office location.

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The Ayme Group has placements available in the following business areas:

### Recruitment and human resources

**Further information:**

- Opportunity to shadow recruitment consultants in interview settings
  - Advertising, screening, booking interviews and shortlisting for open positions.
  - Candidate compliance and administration.
  - Database updates and managing active talent pools.
  - Headhunting and pro-active talent engagement.
  - Opportunity to attend client meetings and visit sites (dependent on schedules).
  - Completion of reference checks and compliance verification checks.
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### **Business management**

- Opportunities to shadow and attend meetings with the CEO and Operations Director.
- Review of internal systems and procedures.
- Opportunity to review current customers, sales pipelines and identify strategies for growth and development.
- Marketing research, competitor analysis, analysis of market trends for recruitment and HR companies.
- Exposure to observe and be involved in operational management.

### **Marketing and social media**

- Social media content creation and posting including LinkedIn and Facebook.
- Website content creation and updates.
- Working with the team to develop marketing strategies aimed at increasing brand awareness, candidate and client engagement.
- Advertising for job vacancies through a variety of platforms such as LinkedIn, Seek, Indeed and social media.
- Attendance at Careers Expos (where available and the time aligns with an event).

### **Accounting and finance**

- Opportunity to be involved in and shadow weekly payroll process for contractors, and invoicing process for clients.
- Review current accounting procedures, make recommendations for improvements such as templates, reconciliations and internal processes.
- Opportunity to shadow management team to observe how financial management principles are used within the day to day operation of the business.

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### **How to apply:**

Email cover letter, résumé and academic transcript to Samantha Tilley ([Samantha@ayme.com.au](mailto:Samantha@ayme.com.au)) or call 0484 939 324 for further information.

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### **Closing date:**

Open until filled

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