



## **Labour Hire Coordinator – Bunbury**

### **Fixed term – Full time**

The role of Labour Hire Coordinator at Forrest Personnel will be both interesting and exciting.

- You will look at our existing offering and provide guidance around growth options.
- You will look at the potential to create more opportunities for employment for our participants.
- You will look for additional opportunities to build relationships and engage with a range of employers.
- You will consider potential tenders with suitable organisations including local councils, industry and other sectors.

#### **Who will you be working for?**

At Forrest Personnel 'No Ability Wasted' is not just something we talk about.

We believe it and every day we turn these words into actions.

We are an innovative, local charity that specialises in supporting people with health conditions, injuries or disabilities to find and keep jobs.

We provide free recruitment services to employers and provide on the job support, wherever and whenever it's needed for as long as it's needed.

We've been around for over 30 years and our teams are fierce advocates for the people we serve across communities in metro, rural and regional Western Australia.

We are looking for another '*fierce advocate*'!

#### **What will you need to bring to the role?**

- Experience in labour hire or recruitment and relationship-building to generate business opportunities across a variety of organisations and industries.
- An understanding of Modern Awards, WHS legislation and process driven system management.
- Industrial, local government and/or retail experience would be well regarded.
- Ability to understand and work with our guidelines.
- Strong IT literacy with competency in Microsoft Office applications and other various programs and systems will be essential.



### **What can Forrest Personnel offer you?**

As an employer focused on continuous improvement, we're always looking to do things differently. We value motivation and initiative and if you feel you have a passion for service excellence, you'll be rewarded with:

- the option of generous salary-packaging;
- 3-month fixed term contract
- access to an Employee Assistance Program which offers free confidential counselling for you and your family;
- discounted health insurance through our selected provider; and
- most importantly, the privilege of working for a values-based organisation that's totally committed to our local communities.

All candidates must possess, or be able to obtain, a Working with Children Check, Driver's Licence and National Police Clearance prior to commencement.

Forrest Personnel is an Equal Opportunity Employer, with a strong commitment to diversity in the workplace. We encourage applications from individuals with a disability, health condition or injury, as well as those with culturally diverse backgrounds, including Aboriginal and Torres Strait Islander people.

### **Take Action!**

If you would like to be part of a caring, happy and energetic team, please follow the link below

<https://www.fp.org.au/careers-at-fp/current-vacancies/>

And follow the following steps

1. Download and complete the Application form.
2. Submit the completed application form and your cover letter & resume to [recruitment@fpi.org.au](mailto:recruitment@fpi.org.au)

**Applications submitted through SEEK without an application form will not be considered.**

*FPI reserves the right to withdraw this advertisement prior to the stated closing date.*

*Only applicants successful in progressing to interviews will be contacted.*