

Position details

Position title	Recruiting Manager		
Employer	Hexagon Group International Pty. Ltd.		
Employment country	Various		
Employment location	Various		(city, state)
Employment type	Full-time (1.0 FTE)		(full-time/ part-time / casual)
Job type	Ongoing		(ongoing / fixed term)
Position commencement	Immediate		
Term	--	(months/ years)	Nil / /20 (end date)
Workspace	Onsite		(Onsite/ Hybrid/ Work from home)
Salary	TBC		

About the position

We are looking for an experienced and dynamic recruiting manager to lead our talent acquisition efforts. The successful candidate will be responsible for developing and implementing recruitment strategies to attract, evaluate, and onboard top-tier talent. The recruiting manager will play a key role in building and maintaining a high-performing and diverse workforce aligned with the organisation's goals.

About Hexagon Group

Hexagon Group is made up of ex-tradesmen and professionals in the industry. This translates to a team with hands-on experience across a variety of construction trades. This practical experience can be valuable when providing construction and project management services.

Our business is founded on the strength and knowledge of a group of individuals who have decades worth of experience, working together to provide the highest standard of service.

Our collective knowledge in the industry, coupled with the expertise of our in-house consultants, positions us as a versatile and reliable partner for all your construction needs.

Whether you require a single professional or tradie, a team of experts, or assistance in project management, we are well-equipped to provide the support you need.

Key responsibilities

- Develop and execute comprehensive recruitment strategies to meet the organisation's staffing needs.
- Collaborate with hiring managers and leadership to understand staffing requirements and workforce planning.
- Lead the full recruitment life cycle, including sourcing, screening, interviewing, and negotiating offers.
- Utilise various recruitment channels, such as job boards, social media, networking events, and industry partnerships.
- Develop and enhance the organisation's employer brand to attract top talent.
- Implement initiatives to improve the candidate experience and promote the organisation as an employer of choice.
- Work closely with hiring managers and department heads to understand their talent needs and develop effective recruitment strategies.
- Collaborate with stakeholders to ensure a seamless onboarding process.
- Implement and analyse recruitment metrics to measure the effectiveness of recruitment efforts.
- Provide regular reports on key performance indicators and trends.
- Ensure compliance with relevant employment laws and regulations in all recruitment activities.
- Stay informed about industry trends and best practices in recruitment and talent acquisition.
- Maintaining up-to-date records of all employees recruited by a business

Key selection criteria

Experience, knowledge, and skills

- Excellent interpersonal and communication skills. Ability to effectively communicate with candidates, hiring managers, executives, and referees.
- Strong problem-solving and decision-making skills. Ability to navigate challenges and provide innovative solutions.
- Proven ability to build and maintain relationships with external partners, industry contacts, and internal stakeholders.
- Excellent understanding of recruitment processes
- Good knowledge of candidate selection methods
- Good understanding of employer branding strategies
- Critical thinking and problem-solving skills
- Strong time-management skills
- Understanding of recruitment marketing software is a plus

Employment requirements

Desirable conditions

Where reasonable the following are desirable but not essential:

- Bachelor's degree in human resources, business administration, or a related field, or equivalent experience

Certifications

For positions where the incumbent is undertaking construction work a White card (Australia) / Site Safe card (NZ) is required.

Relevant and required checks

The *Hexagon Group International Pty Ltd* may conduct checks about applicants and the information provided with an application. Such checks may include but are not limited to:

- A statutory declaration and consent form consenting to the *Hexagon Group International Pty Ltd* contacting current and previous employer(s) to substantiate employment history, past conduct, and performance is required.
- A police check may be conducted as part of the selection process.

Occupational Health and Safety

Hexagon Group International Pty Ltd employees are required to take all reasonable care for their own health, safety and wellbeing, and the safety of all people wherever they may be working.

The incumbent will be required to complete all the mandatory OHS training requirements for *Hexagon Group International Pty Ltd*, which may include training specifically related to the role, such as equipment usage, people management and hazardous chemicals.

Additional site requirements and/or training may be required by third parties where work is undertaken.

Privacy

The collection and handling of information will be consistent with the requirements of the Privacy and Data Protection Act 2014 (Vic) and the Public Records Act 1973.

Our promise

As a company, we are committed to promoting and maintaining respectful relationships with the communities and cultures of the lands. We value and respect Māori, Aboriginal and Torres Strait Islander peoples' unique perspectives and the knowledge they hold and endeavour to work with them on projects to preserve and celebrate their culture and heritage.

How to apply

Apply online via <https://www.hexagon-group.com.au/application-form>

Please complete online form and upload supporting documentation including cover letter and CV/resume. Supported files include Word (.doc, .docx) and PDF.



Hexagon Group International Pty Ltd acknowledges Aboriginal people as the first peoples and Traditional custodians of the land and water on which we love, work, and depend. We pay respect to Aboriginal Elders past and present and recognise the continuing connection too, and aspirations for Country.



Hexagon Group International Pty Ltd is proud to declare itself as an LGBTQI+ ally. We believe in fostering an inclusive and diverse environment that celebrates the uniqueness of every individual. Our commitment to equality extends beyond mere acceptance; we actively promote a workplace culture that values and respects the diverse identities within the LGBTQI+ community. By embracing diversity, we strive to create a safe and supportive space where everyone can bring their authentic selves to work, fostering creativity, collaboration, and a sense of belonging for all.