

<b>Job No: 236</b>	<b>Job Description</b>	 <b>Waste Management®</b>
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<b>Job Title:</b>	<b>Talent Acquisition Coordinator</b>
<b>Primary Objective</b>	<p>Accountable for providing an effective and efficient level of organisation, sourcing and coordination for the Talent function.</p> <p>To provide strong administrative, logistical and system support for the Talent function, including any projects, programmes and events</p> <p>This role will ensure an excellent customer service experience is provided for all hiring managers and candidates. It will liaise with a wide range of internal and external stakeholders to ensure timely delivery of service</p>

## Key Responsibilities

### Service Delivery and Support

- Provide logistical and administration support for the entire Talent Function.
- Book interviews, travel, logistics, pre-employment checks, psychometric checks and background checks.
- Assist with reference checks for candidates.
- Manage the posting of adverts and opening of roles in the ATS.
- Manage the candidate shortlists when required.
- Liaise with recruitment suppliers.
- Manage and administer resources to hiring managers.
- Maintain the data in the ATS.
- Manage and administer the employee referral scheme.

### Candidate Sourcing

- Conduct CV screening and candidate phone screening.
- Build talent pools for identified core roles and tag potential candidates appropriately.
- Search databases: ATS, Seek, Trade Me Scout and LinkedIn to identify potential candidates for key roles.

### Relationship Management

- Provide outstanding customer service and support for all candidates, hiring managers and stakeholders.

### Positively promote and drive the Talent function and service.

- Act as a point of contact for our hiring managers.
- Manage the shared Talent email inbox and respond to queries, issues and provide assistance in a timely manner.
- Provide support to managers with recruitment tools, processes and queries.
- Understand the specific business needs of the hiring managers, ensuring the best service is delivered.

### Systems Administration

- Accurately update workflow processes in the ATS (Application Tracking System) and maintain accurate data and notes.
- Manage applications and referrals, ensuring candidates are tracked correctly and receive the appropriate responses.
- Liaise with the Talent team with regards to the use of ATS and any training required.
- Provide monthly reporting on TA stats when required.

### Collaboration

- Collaborate with the Talent Acquisition team and other members of P&C team to create solutions, share knowledge and resources, and achieve efficient use of skills.
- Collaborate with cross functional teams e.g., Marketing, Sales, P & C, Finance, Operations, Health & Safety, ICT when needed.

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- Collaborate with external supplier providers.

**Other Tasks:**

- As requested, undertake projects or activities as required by the business.

**Safety & Wellbeing Management:**

- Actively demonstrate safe work processes, and behaviours and ensure these are followed by all employees and contractors in their place of work
- Support the implementation of H & S procedures in the business that meet local standards and Waste Management requirements and support and implement company- wide safety initiatives as appropriate.

### **Health, Safety, Environment and Quality (HSEQ) Responsibilities**

- Know the company's vision with respect to HSEQ standards, behaviours, and performance.
- Participate in the company's safety-first culture that supports continuous HSEQ improvement and participate in company-wide programs.
- Ensure duty of care obligations is met and that your conduct in the workplace occurs in a safe manner at all times.
- Participate in processes regarding risk management compliance and internal controls to ensure operations and legal HSEQ risks are effectively managed and minimised.
- Participate in training to obtain the appropriate skills and experience to safely and competently perform role.
- Adhere to the company's policies and procedures at all times.

### **Sustainability**

- Understand For Future Generations (FFG) and sustainability visions, promote and support FFG environmental, Community, Customer, People and business initiatives
- Participate and support WM teams to identify, develop and implement sustainability activities as well to educate and promote FFG with our customers and communities to work towards Waste Management and New Zealand progress towards a low carbon future
- Engage and participate in Our People FFG Goals including Diversity and Inclusion programs, WM Volunteering programs and initiatives
- Support our business by actively consider materials recovery while performing daily tasks, including, but not limited to, minimising waste and reusing materials to maximise our resources

### **General Responsibilities**

- Advance the company's vision, mission and values in all dealings and decisions and to translate the formation of the company's culture.
- Implement and participate in P & C systems and initiatives to effectively resource the business and meet strategic objectives.
- Develop strategies, plans and allocate resources to ensure corporate governance.
- Implement strategies and manage standards so that effective customer service is achieved to both internal and external customers.
- Comply with all statutory obligations.
- Undertake any other duties, accountabilities and responsibilities as directed.

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### **Skills, Knowledge, Experience & Qualifications**

- An experienced coordinator who can effectively manage workloads and relationships in a mature manner within a fast-paced environment.
- Organisational and time management skills.
- Confident and clear communicator – both written and spoken.
- Excellent interpersonal skills are imperative - ability to relate to people at all levels of the organisation and from different backgrounds.
- Ability to prioritise, use initiative and “run with the ball” when required.
- Problem solving skills
- Always perform and operate at the highest level by demonstrating maturity, discretion, and professionalism.
- Advanced level in use of Microsoft Office products and record keeping/documentation.

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### **Our Values – Ngā Kai Ngākau**

- Safety – Haumarutanga. Safety is first in everything we do
- Service – Ratonga. We keep our promises.
- Sustainability – Toitūtanga. We are all responsible to future generations.
- Innovation – Auahatanga. We execute great ideas well.
- Together – Mahi ngātahi. He waka eke noa – One boat – same direction.

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Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_