



Recruitment Support Officer

- Part time (3 days / 22 hours per week), Ongoing
- Band 5, Starting salary \$81,411 (Pro rata) plus superannuation
- Base hourly rate \$41.20 plus superannuation

The Role

Are you a highly organised, detailed orientated administrator who thrives in a fast-paced environment?

We are seeking a passionate Recruitment Support Officer to join our People and Culture unit. You will provide high-quality administrative and operational support to ensure the efficient delivery of recruitment, onboarding and offboarding services across the organisation.

This is an excellent opportunity for a customer-focused professional who enjoys working collaboratively, while managing multiple priorities to create a positive experience for employees and candidates.

You will provide timely, accurate and professional service delivery of:

- Preparing and posting job advertisements across various platforms
- Preparing employment contracts and other employment-related documentation
- Supporting the onboarding, induction and offboarding processes
- Managing and responding to enquiries through the recruitment email inbox
- Maintaining accurate candidate and employee records across systems

This is a part time role of 3 days or 22 hours a week, with flexibility on the days and hours worked.

About You

To be successful in this role, you will bring:

- Demonstrated experience providing high-quality administrative support within recruitment, talent acquisition or similar
- Excellent administration and organisational skills with the ability to prioritise competing tasks and meet multiple deadlines
- Strong attention to detail and a commitment to maintaining accurate records, documentation and systems
- Well-developed computer skills with confidence working across multiple software platforms
- Good written and verbal communication skills with a strong customer service focus
- Demonstrated capacity to maintain confidentiality, exercise discretion and demonstrate sound judgement
- Proven ability to take initiative and adopt a solutions-focused approach in the workplace
- A commitment to teamwork with an alignment with our organisational values and behaviours

This role requires a police records check and employee Working with Children Check.



Benefits

- Annual salary increases | Annual leave loading
- Generous leave | Training & development opportunities
- Part time position with flexible and hybrid work options | Achieve work/life balance

Visit our Employee Benefits [website](#) for more of our benefits.

Position Description

Please view the position description and detailed position demands document in “Job Attachments”

Contact

If you require any further information regarding this position, please contact **Jen Dougall, Coordinator Employee Relations, 0461 360 656.**

To Apply

Please submit your cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume by **11pm, Tuesday 20 October 2026.**

About Us

The City of Greater Bendigo is in the heart of central Victoria on Dja Dja Wurrung and Taungurung Country. Located just 90 minutes’ drive from Melbourne, our region offers all the benefits of a large city with a warm and welcoming country feel.

Greater Bendigo is an attractive region that is famous for its food and wine, and boasts the Bendigo Art Gallery, theatres, stunning heritage buildings and natural surrounds that provide great recreational opportunities. There are also high quality education and health services, a wide range of housing options, excellent rail and road networks, and Bendigo Airport has regular direct QantasLink flights to Sydney.

We provide more than 65 important services to support our community, which is heading towards a population of 200,000 by 2050. Now is a great time to join us!