

JOB TITLE	Recruitment Systems Administrator & Trainer
ORGANISATION	
LOCATION	Adelaide
WORK TYPE	Full Time
CLASSIFICATION	Accounting
OPEN DATE	15 May 2019
CLOSING DATE	17 Jun 2019
REQUIRED SKILLS	<p>The Recruitment Systems Administrator is responsible for the ongoing implementation, maintenance and support of the Recruitment Systems. This includes management of all upgrades with vendors and liaison with the Recruitment Managers with regard to updates required, general support for all issues and ongoing training.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> <li>• Assist with implementation of new RMS</li> <li>• Maintain RMS and Payroll systems from an operational perspective, ensuring RMS and Payroll systems are functional and fit for purpose.</li> <li>• Maintain and develop pick lists and attribute groups in line with business requirements</li> <li>• Maintain the payroll table structure within the system to ensure accuracy to the Finance system output.</li> <li>• Ensure that all enhancement requests are managed through the agreed process for vendor resolution.</li> <li>• Liaison between the business and the vendors</li> <li>• Oversee from an Operations perspective the implementation of all upgrades to RMS and Payroll systems in accordance with NSWBC procedures, and in liaison with NSWBC ICT and the vendors</li> <li>• Develop and maintain any reporting requirements as directed and required by the business</li> <li>• Develop and maintain regular reporting of incidents and issues within the RMS and Payroll systems, in accordance with the agreed NSWBC procedure</li> </ul>

## ROLE DESCRIPTION

- Production of and review of, audit trail data from the RMS & Payroll systems and reporting on identified issues
- Development of training materials and processes for the RMS & Payroll systems
- Delivery of training for the RMS & Payroll systems, which may be face to face, via Webex, or online training materials, or a combination of all three.
- Maintenance of the systems training/user manuals for the RMS & Payroll systems
- Establishment and coordination of a 'super user' group, their ongoing training and engagement.
- Other duties as directed

### Qualifications, Experience, Knowledge, Skills and Competencies

- Operational knowledge and understanding of Recruitment Systems
- Operational knowledge of Recruitment Process and Procedures
- Thorough understanding of Payroll (specifically Recruitment based Payroll with incorporated Invoicing)
- Exceptional analytical skills
- Ability to identify opportunities for continuous improvement
- Ability to maintain a high level of system accuracy
- 5+ years of system experience (preferably in the recruitment space)
- Strong verbal and written communication skills
- Strong attention to detail and ability to see tasks through to conclusion
- Demonstrate negotiation and influencing skills
- Ability to work autonomously and within a team
- Ability to maintain confidentiality required by the position at all times
- Demonstrate organisational and time management expertise
- Demonstrate service oriented approach, enthusiastic, motivated, positive attitude, good initiative and a self-starter
- Demonstrate business acumen

If you believe you have the experience that we are looking for, please apply now.