

## Talent Acquisition Specialist

- Fast-growing, market leading business
- Amazing career potential
- Incredible culture

## About the Role

### Summary

<b>Title</b>	<b>Talent Acquisition Specialist</b>
<b>Team</b>	People & Culture
<b>Manager</b>	Director – People & Culture
<b>Position Type</b>	Permanent, full time
<b>Location</b>	Sydney

### About the Role

We're looking for a dynamic and enthusiastic person to join our team as a Talent Acquisition Specialist and launch their career in People & Culture.

This is a fantastic opportunity to work alongside the Director of People & Culture to help build this recently created area in our fast-growing business. You'll play an integral role in helping bring our strategy to life.

This role will be instrumental in helping us improve our talent acquisition process by working collaboratively across all areas of the business, and with external partners. You'll be responsible for assisting at all points of the hiring process including onboarding, welcome and orientation.

You'll have the opportunity to work more broadly across People & Culture and assist in delivering a range of initiatives and programs aimed at improving our culture and enhancing the team experience.

This role involves a variety of administrative duties, coordination of projects and interacting with employees at different levels of the business.

## About Us

BetaShares was founded in 2009 and launched with the vision to create intelligent and accessible investment solutions for Australian investors. Over the past decade our dedication to helping Australian investors achieve their financial goals has seen BetaShares grow from 'challenger' to market leader, driving disruption and innovation in the exchange traded funds (ETFs) industry.

BetaShares offers the broadest range of exchange traded funds on the ASX and is trusted by hundreds of thousands of investors. As of February 2022, BetaShares manages over \$23 billion in assets.

We currently have offices in Sydney, Melbourne, Brisbane, and New Zealand and a growing team of over 80 people.

## Our Values

As our business continues to grow, we're committed to creating a workplace that gives us all the best opportunity to succeed, and that is enjoyable to be a part of.

We prize ambition and drive, but equally we value honesty and humility.

We support each other, and we respect our clients and our competitors. We are always looking for better ways to do things and are willing to take measured risks and learn from our mistakes along the way.

## What we offer

BetaShares believes our most important asset is our people and we are proud of the culture we have built – but we are always striving to be better. We want every BetaShares employee to be doing their best work and developing their careers.

In addition to a competitive salary and opportunity to participate in a bonus program, we also offer:

- Staff career development and training allowance.
- Access to a health and wellbeing platform with physical, mental, social and financial programs available.
- Volunteering days off, so you can contribute to a cause that matters to you.
- Flexible workplace – you'll have the opportunity to work flexibly based on your individual needs and personal circumstances.
- Newly renovated CBD offices with fully stocked kitchen, team breakfasts and catered lunches on a regular basis.
- Fun and inclusive social events.

This role is a fantastic opportunity for someone looking to further their career in a growing and dynamic business.

To apply, please email your cover letter and CV to [careers@betashares.com.au](mailto:careers@betashares.com.au).

## Role Responsibilities

- Talent acquisition administration, including:
  - Placing advertisements, sourcing and screening candidates
  - Co-ordinate interviews and CV screening between external recruiters and hiring managers during the recruitment process
  - Working with hiring managers to develop position criteria and descriptions
  - Own the onboarding process ensuring new starters are welcomed into the team and have induction schedules in place and all pre-employment paperwork is complete
  - Help develop strategies to attract top talent and provide exceptional employee experiences
- Provide general assistance across People & Culture including:
  - Maintaining employee information
  - Assisting in the organisation of training, health and wellbeing initiatives
  - Support the rollout and delivery of process improvements
- Assistance with ad hoc projects and reporting

## Key skills and experience

- Previous experience in a similar role including sourcing, maintaining and evolving talent pools.
- Experience in database and records management systems
- High level interpersonal and communication skills and the ability to develop strong relationships with internal and external stakeholders
- Strong attention to detail
- Excellent time management skills
- Excellent verbal and written communication skills
- Ability to work effectively as part of a team and also use initiative to work autonomously, when required
- Confidentiality and discretion when dealing with sensitive matters
- High computer literacy skills including Microsoft Office software

Ready to make an impact? If you're right to live and work in Australia please submit your CV to [careers@betashares.com.au](mailto:careers@betashares.com.au). Your interest will be treated in strict confidence.