



Polson & Co

Client Services Co-ordinator

Polson & Co and L&D Nexus

Melbourne

Entry-Level Package, Negotiable

The Opportunity

Join Polson & Co which has run a highly dynamic, fun and quirky team for over twenty years and support the delivery of its HR and HRD consulting service. A sharp, flexible and passionate HR and HRD professional will thrive here learning about how the consulting and professional markets operate.

The Position

The role will require a blend of front line service support and business administration. As the successful candidate develops, recruitment and brokering service delivery will also become a component. Specific activities include:

- Co-ordinate the brokering process (arranging briefings, writing agreements, billing for services)
- Co-ordinate the recruitment process (candidate management, short listing)
- Support the genesis of and event manage implementation of marketing functions, HR/D dinner groups etc
- Distribute the Polson HR/D Newsletter to the national talent bank
- Ensure efficient administration of business related documents
- Day to Day bookkeeping and monthly performance reporting
- Maintain the business websites

The Requirements

A blend between interpersonal skills and administrative competence is essential. The person must be comfortable with basic software (Microsoft suite) and web-related technology. A key requirement is that the person is a "Can do" person who gets things done with a high degree of client focus. To summarise:

- Demonstrated success in a Customer Service environment
- Detail Orientation and/or business administration experience
- A passion for continuous learning and for HR and HRD
- Flexibility and Resilience
- A sharp, pro-active approach to challenges and opportunities

The Rewards

The work is intrinsically rewarding. We have a reputation for working hard and our team members quickly developing a wide range of business, HR, L&D, and marketing skills. They will have the valuable experience of helping establish a new company, L&D Nexus, from scratch, while still having the security of working in a company with a 20 year history. The role is designed for a graduate or mature professional looking to re-enter the industry and the salary package reflects this.

For more information see our website: www.polson.com.au. Resumes should be sent to matt@polson.com.au

Your independent source of HR talent

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