



A U D I T O R - G E N E R A L
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Job Title Graduate Recruitment Administrator

Job Type Classification 6 month Contract

Location - Province Gauteng

Location - Town / City Pretoria, Brooklyn

Detail

Requirement Overview Responsible for all administration related to Graduate Recruitment.

Key Duties & Responsibilities The successful candidate will be responsible for:

Administration:

- Drawing up TA contracts, ensuring accuracy and quality is maintained.
- Capturing CV's and pipelines CV on an excel document, quality and attention to detail is essential.
- Setting up first round and business interviews.
- Setting up logistics for assessments.
- Sending correspondence to candidates.
- Assisting with logistics for career fairs and campus presentations.
- Plan for, organize and conduct interviews on smaller and/or remote campuses
- Stock taking for career drives, ensuring there is sufficient banners, promotional items and brochures for the graduate drives.

Recruitment process

- Working knowledge of AGSA in the public sector context, i.e. who our client is and what AGSA require in terms of trainee accountants
- Sourcing of CV's
- Short listing of candidates
- Interviewing of candidates
- Ensure that contracts are issued

Skills, Experience & Education *HR related degree
*At least one year experience in Graduate Recruitment
*Strong data capturing skills.



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