

Position Description

Position: Talent Administrator

Department: Human Resources

Reports to: Talent Advisor

Direct Reports: None

Role Purpose	<p>The Talent Administrator supports the Talent Advisor and the wider Human Resource team by managing key administrative tasks within recruitment and learning and development processes.</p> <p>This role ensures smooth and efficient day-to-day operations, including scheduling interviews, coordinating candidate communications, maintaining recruitment records, and assisting Talent Advisor with training request bookings with L&D program logistics and training requests. The Talent Administrator is key to enabling the team to deliver effective talent solutions, ensuring a seamless experience for both internal and external stakeholders.</p>
Key Success Outcomes	<ul style="list-style-type: none"> Recruitment and L&D administrative tasks are completed accurately and on time, ensuring the team's processes run smoothly and candidates and employees experience timely, clear communication. Recruitment records, databases, and L&D records are maintained accurately and consistently, supporting data-driven decision-making and ensuring compliance with internal policies and procedures. Assistance with organising training sessions and programs, coordinating logistics, and handling training requests ensures that L&D initiatives are executed effectively and on schedule. Ensure all candidate, employee, and organisational information is handled with the highest level of confidentiality, adhering to data protection policies and maintaining privacy standards.
Key Internal Relationships	<ul style="list-style-type: none"> Human Resource Team Hiring Managers Finance Team
Key External Relationships	<ul style="list-style-type: none"> Recruiters External Training Providers Job Seeker Platforms

Key Requirements

Accountability Area	Desired Outcome/Achievement Indicators
Recruitment Administration	<ul style="list-style-type: none"> Provide support to the Talent Advisor throughout the recruitment process, including advertising roles, scheduling interviews, coordinating assessments, conducting phone screens, completing reference checks, and maintaining clear communication with candidates.



	<ul style="list-style-type: none"> • Ensure timely and accurate candidate documentation, tracking, and reporting within the recruitment process. • Provide administrative support to ensure a positive candidate experience from initial application through to offer and onboarding. • Act as the first point of contact for candidates, handling inquiries and providing timely updates.
Learning and Development Administration	<ul style="list-style-type: none"> • Assist in organising learning and development programs, including scheduling training sessions, managing resources, processing training requests, and ensuring timely booking and confirmation of sessions. • Ensure seamless execution of training programs, maintaining records of attendance and outcomes.
Records and Reporting	<ul style="list-style-type: none"> • Maintain and update recruitment and L&D databases, ensuring accurate and up-to-date information is available for reporting and analysis. • Generate reports for the Talent Advisor in relation to recruitment activities and L&D program effectiveness. • Administer the L&D budget to enable tracking and monitoring, ensuring accurate record-keeping of expenses, and providing regular updates to the Talent Advisor on budget status and variances.
Onboarding	<ul style="list-style-type: none"> • Assist with collecting and accurately storing new hire documentation and ensuring pre-employment checks are completed before the start date. • Support the delivery of timely and informative communications to new hires leading up to their first day. • Help coordinate onboarding and induction schedules to ensure a smooth and well-organized new hire experience.
Confidentiality	<ul style="list-style-type: none"> • Ensure all candidate and employee information is handled confidentially and in line with data protection policies and relevant regulations.
Process Improvement	<ul style="list-style-type: none"> • Continuously review administrative processes for potential improvements, offering suggestions to increase efficiency and streamline operations. • Help implement new tools and systems that improve recruitment and L&D administration.

Other duties:

- Upholds the company values.
- Perform any other tasks as required by your Team Leader and/or the business.
- Contributes to the achievements of department goals and objectives.

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Maintaining a safe and clean working environment by complying with Enatel Policy and Procedures.
- Leads by example in all matters relating to Health & Safety.

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

Person Specification:

	Essential	Desirable
Competencies	<ul style="list-style-type: none"> • Attention to Detail – ensures accurate and timely data entry for recruitment and L&D records, maintaining consistency and precision in all administrative tasks. • Action Oriented – motivated and energetic, thrives in a fast-paced environment, and tackles challenges with enthusiasm and determination. • Relationship Focus – dedicated to meeting the expectations of internal stakeholders and candidates, building and maintaining trust-based relationships with both. • Organizing and Planning – efficiently organizes resources, coordinating schedules and accurately scopes out the requirements and timelines for recruitment and training initiatives. • Process Management – oversee and optimise the various stages of recruitment to continuously improve talent acquisition processes. • Ethics & Values – acts in accordance with the organisation's values, demonstrating professionalism and ethical behaviour in all aspects of the role. 	
Skills, Experience & Knowledge	<ul style="list-style-type: none"> • Previous administrative experience. • Basic understanding of recruitment and L&D processes, with a strong desire to learn and grow within these areas. • Strong organizational skills, demonstrating the ability to manage multiple tasks and deadlines efficiently. • Exceptional relationship-building skills, with the ability to interact professionally and build rapport with internal stakeholders, candidates, and external partners. • Excellent written, verbal, and listening communication skills. • Proficient in Microsoft Office Suite, with strong skills in MS Excel. • Meticulous attention to detail, ensuring accuracy in administrative tasks, scheduling, and record-keeping. • Discretion and confidentiality in handling sensitive information related to recruitment, employee development, and organizational processes. • Ability to work collaboratively in a team environment, while also managing individual responsibilities effectively. 	
Qualification / Licenses	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Bachelor's degree in human resources management, human resources, or another related field.