Oxford College of Business

Job Placement Officer

Oxford is seeking a self-motivated Job Placement Officer to join the fast-paced, dynamic and highly energised team in Melbourne CBD.

As the Job Placement Officer, you will be responsible for promoting the skills and abilities of our existing candidates, and assist them in obtaining suitable employment.

To achieve this you will need to generate employment opportunities using your excellent interpersonal skills by contacting and building relationships with potential employers.

The successful candidate will have:

- Excellent Communication and networking skills
- The ability to build strong relationships
- High level organisation and time management skills
- A proven track record of achieving KPIs in a similar role
- The ability to work autonomously and as part of a team
- A passion for helping others
- A result focused approach

Knowledge of the Job Ready Program is desirable.

Please note you must have permanent residency or a visa that permits full-time work with at least 2 years validity to apply.

If you are successful in securing this position you will be required to undergo a Working With Children Check.

Please click the apply button below to send us your resume and cover letter addressing your suitability for the position.

You will be asked the following questions when you apply:

- Are you eligible to work in Australia?
- How many years’ experience do you have in a similar role?
- What is your highest level of education?
- Do you have a current Working With Children (WCC) Check?
- Do you have relevant sales experience?
- Are you an Australian Citizen?