

## Candidate Onboarding Coordinator Job Description

### WHO ARE WE?

Momenta sources and deploys skilled contractors to leading Professional Services Clients within the Finance Industry. We specialise in providing people to undertake regulatory-driven compliance, review and remediation projects within advice and risk. Since establishing ourselves in the Australian market in 2017, Momenta has grown rapidly, developing a warm and welcoming team environment where all staff work together to achieve amazing results.

### The Role:

**Location:** Sydney CBD (situated in Barangaroo's prestigious International Towers) - We offer WFH flexibility with 2 days p/w working from the office.

**Position:** Permanent

**Start:** ASAP

**Hours:** Full time – 37.5 hours per week

**Remuneration:** \$55,000 + super and bonus

### WHAT WE NEED:

We require a Candidate Onboarding Coordinator to join our team to undertake background screening on our contractors.

Responsibilities would include:

- Ensuring background screening checks are carried out on all allocated candidates. Specifically:
  - Requesting references and following up outstanding vetting documentation from candidates/companies as required to ensure the candidates file is completed with expediency and in accordance with relevant client vetting requirements.
  - Ensuring candidates submit criminal check applications in good time and monitoring progress of checks.
  - Carrying out a range of further checks including but not limited to passport verification, bankruptcy, ASIC databases and sanctions checks.
  - Ensuring valid Right to Work documentation is held for all candidates.
  - Obtaining any evidence to support/verify candidate declarations in instances where it has not been possible to meet client vetting requirements.
  - Drafting explanations regarding adverse declarations/findings and incomplete vetting for referrals intended for client approval.
- Ensuring placed contractors comply with on-going client requirements.
- Updating and maintaining databases and record keeping.
- Work closely with the wider team to ensure our contractors experience is first class.

## WHO ARE YOU?

- Minimum 1 years' experience in an office environment.
- Preferably at least 6 months experience in background screening as part of either a recruitment or HR team.
- Confident, clear & pleasant telephone phone manner.
- Strong administrative abilities.
- Accuracy and attention to detail in all work output.
- Excellent computer skills, must be proficient in Word and Excel spreadsheets.
- Well organised & reliable.
- Ability to prioritise workload effectively.
- Flexible to take on work in an ever changing environment.

If you would like to apply please send your CV to [cv@momentaresourcing.com.au](mailto:cv@momentaresourcing.com.au)