

BIZLINK SELECTION CRITERIA EMPLOYMENT COORDINATOR

ESSENTIAL

- A strong commitment to the BIZLINK values
- Ability to work autonomously and as part of a team
- Excellent written and verbal communication and interpersonal skills
- Effective problem solving and organisation skills
- Demonstrated ability to meet organisational goals and individual targets
- Ability to promote job seekers with a disability to prospective employers
- Ability to support job seekers to build work capacity and job readiness to secure quality employment
- Ability to work flexible hours
- Current driver's licence

DESIRABLE

- Experience working with people with disability
- Experience in training
- Relevant training and qualifications
- Knowledge of contemporary services for people with disabilities
- Experience in securing suitable jobs for people with disabilities in open employment