

Position Description

Recruitment Advisor

Avanti Finance Group is a privately owned specialist lender operating across New Zealand and Australia. We're on a growth mission to lead and inspire our industry through innovation and the development of exceptional financial services, while fostering a motivated and engaged workplace culture centred around personal growth and high performance.

The Recruitment Advisor is pivotal in delivering a seamless recruitment experience at Avanti during a period of heightened demand across New Zealand and Australia. Reporting to the General Manager – People & Culture and collaborating with colleagues throughout ANZ, this 12-month fixed term contract provides hands-on involvement in end-to-end recruitment. The role is focused on supporting the organisation's growth, transformation, and evolving operational needs by identifying, attracting and securing top talent.

This position is ideal for candidates with a solid foundation in internal recruitment and talent acquisition. You will exercise sound judgement and develop confidence as you manage recruitment activities, demonstrate curiosity in learning new processes and making current processes even better while you get a deeper understanding of employment frameworks as Avanti continues to grow and transform.

IN THIS ROLE, YOU WILL:

Do-the-Doing

Recruitment & Candidate Experience

- > Support end-to-end recruitment activities, partnering with People Partners to deliver a consistent, values-led hiring experience.
- > Act as a key point of contact for candidates and stakeholders, ensuring clear communication from first interaction through to appointment.
- > Contribute to the continuous improvement of recruitment practices, tools, and candidates experience.
- > Build capability in recruitment delivery and decision-making as experience and confidence develop.
- > Facilitate the end-to-end candidate experience, supporting all stages from initial screening through to extending offers, ensuring every candidate is communicated with and respected in every interaction.
- > Oversee job advertising activities, including posting vacancies and coordinating across multiple channels to attract top talent.
- > Proactively source candidates, review CVs, and prepare shortlists in collaboration with hiring leaders and People Partners.
- > Coordinate and schedule interviews, ensuring a seamless process for both candidates and hiring leaders.
- > Champion clear and timely communication with all stakeholders – candidates and hiring leaders - to deliver an engaging and positive recruitment journey.
- > Ensure recruitment compliance by maintaining accurate records and preparing for audit as required.
- > Manage all aspects of offer administration including drafting contracts and coordinating pre-employment checks to support a smooth onboarding process.

People Operations & Systems

- > Maintain accurate and compliant people records, documentations, and systems to support sound decision-making.
- > Build capability in the use of people systems and data, supporting employees and leaders to get value from P&C insights and tools.
- > Assist with people reporting, insights, and documentation to meet governance, risk and compliance requirements.

Advisory & Continuous Improvement

- > Contribute to learning and development and compliance activities across the Group.
- > Provide clear, practical guidance on recruitment policies, processes, and external best practice.
- > Participate in P&C projects, communications, and continuous improvement initiatives that shape how we partner with the business as we grow.

Always Ensure Integrity, Risk and Compliance.

- > Apply a risk and compliance lens, ensure legal adherence, and manage all day-to-day risks through the appropriate channels.

- > Operate with integrity by upholding high standards in compliance and risk management through adherence to the three lines of defence model.

Living Our Values: Relentlessly Helpful, Do What's Right, People First.

- > Be a team player and follow your manager's reasonable instructions, performing additional duties as needed.
- > Bring your whole self every day, to proactively promote a wellness, inclusive, health and safety conscious culture at Avanti.

THE SUCCESSFUL CANDIDATE WILL HAVE:

- > At least 4 years' working experience in recruitment, ideally in an internal fast-paced environment where juggling and variety are the norm, and your 'clients' are working beside you every day!
- > Working understanding of NZ and/or Australian employment law, and the curiosity to keep learning.
- > A tertiary qualification in HR or a related field is great to have - but a genuine passion for people, recruitment, and growth matters most.
- > Excellent attention to detail and comfort with data - you spot the small things before they become big things.
- > Confidence using systems and technology, with hands-on experience in ATS, HRIS platforms or enterprise tools.
- > Strong communication and people skills - approachable, clear, and supportive when working with people at all levels.
- > Ability to manage competing priorities, stay organised, and remain calm under pressure.
- > High levels of discretion and professionalism.
- > A strong interest in candidate experience, with interest in development in this space.
- > A naturally curious, growth-oriented mindset - you ask questions, seek context, and enjoy finding better ways of working.

OPERATIONAL DETAIL:

Location	Wynyard Quarter, Auckland CBD
Department	People & Culture
Reporting to	General Manager - People & Culture
Direct reports	None
Internal relationships	Team Leaders and Managers, all other staff
External relationships	Ready Tech and other Vendors as required