



We are looking for an HR Recruiter to manage our full cycle recruitment, from identifying potential hires to interviewing and evaluating candidates.

HR Recruiter responsibilities include sourcing candidates online, updating job ads and conducting background checks. If you have experience with various job interview formats, including phone screenings and group interviews, and can help us recruit faster and more effectively, we'd like to meet you. Ultimately, you will play an important part in building a strong employer brand for our company to ensure we attract, hire and retain the most qualified employees.

Responsibilities

- Design and update job descriptions
- Source potential candidates from various online channels (e.g. social media)
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Interview candidates (via phone, video and in-person)
- Create and advertise job openings on company's social media, job boards
- Provide shortlists of qualified candidates to hiring manager
- Send job offer emails and answer queries about compensation
- Participate in job fairs and host in-house recruitment events
- Collaborate with managers to identify future hiring needs
- Act as a consultant to new hires and help them onboard

Requirements

- Proven work experience as an HR Recruiter or similar role is an asset
- Understanding of referral programs
- Solid verbal and written communication skills
- Sound judgement
- Diploma or degree in relevant field is an asset