

HR RECRUITMENT COORDINATOR

FULL TIME

Our client is at the forefront of innovative changes in the Facilities Management Industry, servicing Southern Ontario for over 30 years. Starting as a small family business, their customer-centric approach and focus on quality has contributed to their significant growth and success as a leader in the sector.

We are partnering with this organization in search of an organized and highly motivated HR Recruitment Coordinator. This is an excellent entry-level growth opportunity for candidates that are looking to add experience to their resumes and capitalize on their HR education.

The Role Overview:

The HR Recruitment Coordinator recruits and supports HR for operations across Ontario. The primary function involves managing the full-cycle recruitment process, with a focus on bringing top talent to the organization.

The Key Focus:

- Develop and implement a full-cycle, high volume recruitment strategy for various positions across the province with the intent to build a campaign, system and overall process to generate an on-going pool of quality candidates
- Manage the recruitment cycle from posting positions, screening resumes and conducting detailed interviews, including managing communications with candidates to ensure a positive experience
- Develop and maintain a social media strategy that will promote the organization as a leader in the sector
- Support a number of HR related assignments/projects including research, analysis, and day-to-day HR administration. Examples include creating policy manuals, standardizing new hire documents, developing/implementing orientation programs, supporting performance management, compensation reviews, etc.
- Other duties as assigned

Qualifications & Skillset:

- Bachelor's Degree or Diploma in Business - must be in the process of pursuing or completing CHRP - exposure to marketing and technology would be considered a strong asset.
- Outgoing, professional and assertive in communication with an emphasis on building and supporting client relationships.
- Highly effective communication, interpersonal and presentation skills.
- Strong skills in social media - i.e., Facebook, LinkedIn, Instagram, etc. Experience in web design would be an asset!
- Tech savvy with a flair for creativity, innovation and design.
- A true passion for People, HR and building organizations!
- Self- motivated and ambitious

Please contact Krista at krista@podgroup.ca for more information - we welcome an exploratory discussion with all those that have an interest and present their resume. For additional information, please visit www.podgroup.ca.