



## Job Description

### Recruitment Coordinator

The Recruitment Coordinator has a love for all things recruitment! This position works closely with and supports the entire Engaged HR team, performing primarily administrative and recruitment coordination duties in a responsive and professional manner.

### General Duties and Responsibilities

- Completing recruitment tasks such as processing job postings, screening resumes, setting up appointments and interviews, completing phone screens and reference checks.
- Managing candidates through the recruitment process, always ensuring that the candidate experience is a positive one.
- Sourcing talent where possible to assist in building a talent pool for various opportunities.
- Maintaining clear, regular communication with Associates and clients throughout the search process, providing updates and feedback, and instilling confidence that roles will be filled with the right candidate.
- Practicing good time management techniques to stay focused and to keep multiple recruitments well-organized.
- Becoming an Applicant Tracking System (ATS) wizard to ensure that all recruitments are complete, seamless, and well-organized.
- Completing HR administrative tasks such as preparing documents, answering emails and providing information to various clients.
- Assisting with the creation of templates, resources and procedures.

### Qualifications

- Post-secondary educated, preferably from an HR or business program.
- 2+ years' experience in an office setting, preferably in an HR department.
- Experience with an ATS is an asset.
- Strong written and verbal communications skills.
- Professional, confident, resourceful, and computer savvy.
- Exceptionally detail-oriented, self-motivated, and client-focused.
- Energetic, disciplined, and has a drive for success with a desire to learn.
- Likes to laugh, have fun and to work in partnership with your team!