

TN259

At VoyageurTransportation Services, it's about people.

We are currently looking for a recruitment specialist to join our team on a 3 month contract basis. Although this is an entry level position, there is plenty of opportunity to be creative and make this role your own.

We are looking for a confident leader who is willing to seek out opportunities in the communities we serve. A crafty recruitment professional familiar with social networking and comfortable utilizing creative and unusual recruitment techniques.

The ideal candidate is comfortable reaching out to local educational institutes and community employment services to build strong relationships and community supports.

PERSON AND QUALIFICATIONS:

- 1-3 years Experience in a Recruiter or sales position.
- Proficient and knowledgeable in use of social networking recruitment methods
- Utilizes creative and unconventional recruitment techniques
- Professional and Assertive
- Excellent interpersonal skills.
- Self-motivation.
- Must be able to work flexible hours.
- Proficient with Excel, Word, Outlook
- Excellent, strong proven customer service experience.
- Professional telephone manner.
- Time and Stress Management skills.
- Experience recruiting drivers preferred.

RESPONSIBILITIES

- Conduct phone screens and determine candidate's viability
- Interview and select employees onsite
- Responsible for screening candidates to ensure their qualifications meet open positions
- Meet with hiring managers on a regular basis to asses their recruitment needs based on the workforce plans
- Schedule interviews and track candidates process and progress
- Conduct telephone pre-screen calls, and telephone interviews for Hiring Managers
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation
- Develop a pool of qualified candidates in advance of need

- Research and recommend new sources for active and passive candidate recruiting
- Post openings in newspaper advertisements, with professional organizations, and in other appropriate venues
- Utilize the internet for recruitment
- Assist in performing reference and background checks for potential employees
- Assist in writing and forwarding rejection letters
- Human Resources administrative assistant duties and responsibilities
- Back-up reception and telephone
- Data entry

Please detail your relevant recruitment experience and highlight examples of your creative and unconventional techniques and style in your coverletter to: recruitment@voyageurtransportation.ca

We wish to thank all applicants for their interest; however, only candidates selected for interviews will be contacted