



Date Posted: May 30/2017

Location: Toronto, ON

Position: Recruitment Consultant

POSITION SUMMARY:

The Recruitment Consultant will be responsible for developing and maintaining long standing and strategic relationships with potential candidates, while using various recruiting tools to identify qualified candidate suitability with current/future client job requisitions. The candidate will prioritize work load and self-managing to ensure maximum efficiency and productivity.

KEY ACCOUNTABILITIES:

- Developing a strong and focused candidate roster to ensure service levels are maintained.
- Using various recruiting tools to identify qualified candidate suitability with current/future client job requisitions.
- Providing feedback and follow ups to ensure a positive candidate experience.
- Supporting the Account Managers in an effort to satisfy the requirements of the clients.
- Maintaining and developing current client relationships
- Handling a large volume of outbound and inbound calls.
- Prioritizing work load and self-managing to ensure maximum efficiency and productivity

QUALIFICATIONS / SKILLS REQUIRED:

- Post-secondary degree/diploma and/or equivalent work experience
- Minimum of 2 years' experience in recruitment in technology/banking industry.
- Proficient knowledge of various recruiting sources, including direct sourcing, e-recruiting and networking.
- Passion for recruitment, results driven and highly resourceful.
- Strong interpersonal skills; ability to build relationships and communicate effectively.
- Ability to multi-task, meet strict deadlines and accomplish detail oriented tasks simultaneously.
- Display professionalism, confidence and a positive attitude.

Please submit your updated resume to: resumes@adiuvogroup.com

Thank you for your submissions!

