



Recruiting Associates & Consultants

Full-Time | Part-Time | Freelance

(File – SHRP-2016)

With over 30 years of experience, the SHRP Team offers premium Human Resources, Recruiting, Training, Organizational Development, and Employee Relations expertise to a diverse group of Clients including, small-to-medium businesses, manufacturers, entrepreneurs, professional services companies and non-profit organizations. We operate under a best team approach that utilizes Associates who have the specific knowledge, functional expertise, and prior experience that is most relevant to Client and project requirements.

Recruiting Associates focus on partnering with our Clients to define an appropriate recruiting strategy and to effectively support the identification of prospective candidates. The Associate works independently and with existing sourcing and recruitment delivery team members to complete mandates.

KEY ACCOUNTABILITIES

- Build close relationships with clients to understand and address their recruiting and organizational needs.
- Gather job requisitions in a consultative manner.
- Maintains relationships with hiring managers and facilitate resource allocations.
- Follow-up on new client inquiries generated via client referrals and inquiries.
- Qualifies candidates using interviews, assessments and related screening tools to determine if candidates should be considered for next steps in the recruitment process.
- Build strong, respectful relationships with candidates and accurately represent client opportunities and employment.
- Directly manages any external partners and technology resources.
- Provide timely communication and reporting to clients and managing partner.
- Responsible for maintaining excellent documentation with on-line systems.

EXPERIENCE:

- Requires 3 – 7 years' relevant recruiting experience
- Recruiting / staffing industry experience preferred
- Must have experience with online posting, media sources and techniques used to network and socialize opportunities with target candidates

EDUCATION:

- Bachelor's degree required

- Equivalent relevant experience may be substituted for undergraduate degree requirement

INTERPERSONAL SKILLS:

- Must be self-motivated and a self-starter who works well under pressure.
- Must be highly organized with demonstrated ability to multi-task and manage a high volume of requisitions.
- Must be able to work independently and is results oriented.
- Strong project management skills.
- Strong communication skills, both verbal and written.
- Demonstrated ability to build and maintain relationships.
- Technologically savvy, including proficiency with MS Office suite (Outlook, Word, Excel, PowerPoint), job boards, applicant tracking systems and online media

COMPENSATION & OPPORTUNITY:

Competitive compensation will be provided with unlimited career potential determined by personal commitment in a high growth, professional services environment.

For further consideration, qualified Candidates are invited to submit their resume information in confidence to (please quote the File Reference number above):

Managing Partner

SHRP Limited

hr@savinohrp.ca | www.savinohrp.ca

While we appreciate all applications, we can only contact those individuals selected for interview.

We are committed to providing accommodation for persons with disabilities. Accommodation will be provided as part of our hiring process (if accommodation is required, we appreciate Applicants making this request in advance so we can support your needs).