

# Job Description- Recruiting Specialist

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## General

The position of Recruiting Specialist is primarily responsible for performing all aspects of recruitment and staffing for the company. Reporting to the Human Resources Manager, the Recruiting Specialist must be prepared to work independently and as part of a team in areas of recruiting and human resources.

## Specific Duties

The Recruiting Specialist is responsible for:

- 1) Recruiting: Advertising and soliciting resumes from qualified candidates; coordinating and attending career fairs at select universities in Ontario, Quebec and the Midwest U.S; screening resumes and applications for suitability; conducting initial screening interviews, both telephone and personal; making hiring recommendations based upon the eligibility criteria provided.
- 2) Marketing/Advertising: Increasing CONTAX' profile to reach a broader and wider market of candidates; Finding new, innovating and creative ways to make CONTAX an appealing and desirable company to work for, especially for future and recent university graduates.
- 3) Assisting General Human Resources: Working with the Human Resources Manager to ensure that CONTAX conforms to government and regulatory hiring and staff management practices; Handling some administrative duties related to hiring;

## Prerequisites

The successful candidate for the position will have obtained the following experience:

- Proven track record of success in a recruiting role, having had responsibility for screening, interviewing and hiring for multiple positions concurrently;
- Knowledge and experience working with an equal opportunity employer and well versed in the acceptable practices of interviewing and recruiting in a non-discriminatory environment;
- A bachelors degree, completion of college or equivalent experience in Human Resources, Business Administration, or related field
- Excellent computer literacy and application skills in desktop computing including, MS Outlook, MS Office applications and other commonly used office productivity tools, preferably experience using HR computer software applications;
- Skilled at researching, investigating and garnering information from internet site resources;

## Additional Criteria

In addition to the specific work experience and skills, CONTAX also seeks someone with the qualities listed below:

- Exceptional work ethic, with strong values and principles,
- Able to work well independently and with minimal supervision;
- Good team player;
- A firm commitment to the company's success;
- Flexible and accommodating and able to go above and beyond the basic expectations when required;
- Detailed-oriented, with attention to detail for tasks that have zero tolerance for errors;
- Absolute commitment to customer services;
- Exceptionally strong communication skills, both written and verbal.
- Fluency in French is an asset;
- And most importantly, must have a good sense of humour.

## Work Location and Conditions

The position is located in our downtown Toronto office, and general office hours are 8:30 AM to 5:30 PM. Travel is required, but is not expected to exceed 10% of total work time. The Recruiting Specialist is expected to be available for and flexible with personal time commitments when business travel is required.