

RECRUITMENT ADMINISTRATOR

Location: 2345 Stanfield Road, Etobicoke

Type: Full-time. 40 hours per week. Mon – Fri. 8:30am – 5pm

Reporting directly to the Director, Recruitment, the Recruitment Administrator will be responsible for the smooth running of the front office environment/reception area and directly supporting the Recruitment Team. Working at the front desk, you will welcome candidates, ensure Applications are completed, maintain candidate files and direct source talent. Your key responsibilities will include (but are not limited to):

Reception Management:

- To meet and greet all candidates and customers, both internal and external
- Maintain a relaxed and welcoming environment
- Answer incoming calls and transfer as required
- Parcel, courier and package management and security

Recruitment Support:

- Ensure new applicants are given required instruction for "New Application Package" and check completed forms.
- Candidate sourcing using Indeed and other recruitment tools
- Create new hire files in the company HR system
- Inbound & outbound telephone screening of applicants
- Administrative support to applicants at each stage of the recruitment and vetting process
- To ensure full and correct data is maintained and reported on.
- Any other duties as by the Director of Recruitment

The role is ideal for someone who holds the ability to work to targets, work under pressure, meet deadlines and has a great attitude. Accuracy and attention to detail are imperative, as is the ability to be able to use own initiative. The ideal candidate should also be open minded, a positive team player and be adaptable to change. The successful candidate would have the fantastic opportunity to grow their career with the company as we achieve our corporate goals. Previous office experience in a similar or equal position is preferred, and intermediate knowledge in the Microsoft Office package is asked for (Word, Excel, PowerPoint and Outlook).

APPLY: Please send resume to david.dininio@garda.com