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Recruitment Specialist

Posted by AP Immigration & Employment Services LTD.

Job Details

Posting Date: 28-Nov-2024

Closing Date: 18-Dec-2024

Location: Surrey

Salary: \$30.00 Per Hour

Job Requirements

Education: Bachelor's Degree (preferred)

Language: English

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job ID: YJ3498370

Job Description

Work setting

Urban area

Public sector

Responsibilities

Tasks

Identify current and prospective staffing requirements

Collect and screen applicants

Advise job applicants on employment requirements and terms and conditions of employment

Review candidate inventories

Recruit graduates of colleges, universities and other educational institutions

Advise managers and employees on staffing policies and procedures

Organize and administer staff consultation and grievance procedures

Negotiate settlements of appeals and disputes and co-ordinate termination of employment process

Determine eligibility to entitlements and arrange staff training

Provide information or services such as employee assistance, counselling and recognition programs

Supervise personnel clerks performing filing, typing and record-keeping duties

Recruit and hire staff

Experience and specialization

Computer and technology knowledge

MS Excel

MS Outlook

MS PowerPoint

MS Word

Area of specialization

Project management

Additional information

Transportation/travel information

Own transportation

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Tight deadlines

Repetitive tasks

Attention to detail

Own tools/equipment

Computer

Internet access

Cellular phone

Personal suitability

Accurate

Efficient interpersonal skills

Flexibility

Organized

Reliability

Adaptability

Ability to multitask

Benefits

Financial benefits

Commission