



Recruiting Specialist
Full-time, permanent
Woodstock, ON (Hybrid)

Execulink Telecom is seeking a Recruiting Specialist who is passionate about all things recruitment and will provide a memorable candidate experience through engaging communication efforts, elevating our employment brand in the marketplace, and securing AWESOME employees to help meet strategic goals.

The Recruiting Specialist is responsible for full-cycle recruitment with a shared workload that averages about twenty open job postings at any given time. You will actively engage with job seekers and work with Execulink's knowledgeable leaders to create the best career matches.

As a Successful Recruiting Specialist, You Can Expect To:

- Complete hiring initiatives within the target time of 6 to 10 weeks from the posting request date
- Accurately complete, file and maintain recruitment and onboarding documentation

Position and Schedule Details:

- Full-time, permanent
- Woodstock, ON location
- This is a Hybrid work opportunity which requires some work onsite while also allowing you the flexibility to work from home
- Regular hours of work are typically Monday to Friday from 8:00 AM. – 4:30 PM. Some flexibility in hours may be required on occasion

Key Responsibilities:

- Partnering with hiring managers, ensuring recruitment needs are completed per process and positions filled on time
- Sourcing high-quality candidates using both traditional and innovative strategies and tools including social media, website postings, networking, advertising, employee referrals, and database mining
- Liaising with hiring managers to review and clarify job specifications, competencies and skills required; work with the Human Resources Manager to update job descriptions as required
- Managing all communication with candidates
- Reviewing resumes and qualifications to determine the suitability of candidates
- Performing interviews and phone interviews with candidates
- Scheduling and coordinating interviews cooperatively with hiring managers
- Making recommendations to company hiring managers
- Verifying references
- Completing timely reports on employment activity
- Participating in the onboarding of new employees

- Other duties as assigned

When it Comes to Benefits, We Have You Covered!

- Competitive compensation paid on a bi-weekly basis
- Comprehensive benefits package including medical, dental, vision, retirement savings plan, and interest-free computer loans!
- A rewarding, challenging, and fun place to work!

Your Recruitment and Selection Experience Include:

- At least 2 years of demonstrated success in a recruitment role
- Self-motivated, proactive, and capable of working on own initiative with limited supervision
- Exceptional time management skills
- Demonstrated success building relationships with candidates and key stakeholders to create results
- Strong organizational skills, including the ability to prioritize, plan, coordinate and monitor a significant number of functions at once; attention to accuracy, detail, and follow-up
- Demonstrated proficiency in a Windows PC environment, combined with demonstrated keyboarding and data entry abilities; proficient within the Microsoft Office Suite including Word, Excel, and Outlook
- Knowledge of Canada Labour Code an asset
- College Certificate or Diploma in Human Resources is an asset
- Valid Class G Driver's License and access to reliable transportation
- ***Execulink requires successful candidates to provide proof of COVID-19 vaccinations as approved for use by Health Canada***

How to Apply

Submit your cover letter and resume to work@execulinktelecom.ca for review.

Company Profile

At Execulink Telecom, the largest locally owned independent telecom company in Southwestern Ontario, our only goal is to enhance your lifestyle at home, work and play. As we grow rapidly, we have an unwavering commitment to continue to build a positive team, with a friendly, family spirited approach. The selection of exceptional talent is important to us! When you join Execulink, you're joining a team that's focused on not only providing an AWESOME experience to our customers, but to our employees as well. We live and breathe our Mission, Vision and Values, and are searching for individuals who are excited to contribute and do the same!

Execulink Telecom is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.