

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

You deserve an awesome career! At Execulink, you'll join a team of talented individuals supported by an organization committed to fostering your career development and growth. As we rapidly grow, we continue our unwavering commitment to live and breathe our Vision, Mission and Values. While enhancing life at home work and play, we continue to grow our team with innovative individuals who are as excited about creating an awesome experience for our customers as we are!

A relationship bolstering, pipeline building Human Resources professional who sources the most qualified candidates with finesse and style. You're no mere recruiter, you're the

Talent Acquisition Rockstar

Execulink Telecom is seeking a Recruiting Specialist who is passionate about a memorable candidate experience through engaging communication efforts, elevating our employment brand in the marketplace, and securing AWESOME employees to help meet strategic goals. This includes representing Execulink through participation in Job Fair events, online advertising and Social Media.

The Recruiting Specialist is responsible for full-cycle recruitment with a workload that averages about fifteen 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.

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 8:00am – 4:30pm. Some flexibility in hours may be required on occasion to support local recruitment activities

What We Offer

Our awesome total compensation package includes perks and benefits such as

- Competitive starting compensation
- Matching RRSP contributions to grow your savings
- A Comprehensive benefits plan including medical, dental, drug, and vision coverage
- Discounted Execulink services for your personal use
- Tuition reimbursement
- A Health & Wellness Program, which includes \$300 to be spent on your personal wellness
- Interest free equipment loans to stay current with your personal tech needs

You want to support a company you believe in

At Execulink, we *live* our Values. We build up our community by giving back through community donations that matter to you. Check out our [Humans of Execulink](#) Blog to see why our employees love being part of this awesome team: <https://www.execulink.ca/blog/tag/humans-of-execulink/>

In this Role, you will Enjoy

- Participation in the full-cycle recruitment process, from creating and posting job advertisements to participating in the first day of new hire orientation
- Partner with hiring managers, ensuring recruitment needs are completed per process and positions filled on time; schedule and coordinate interviews cooperatively with hiring managers
- Provide recommendations to hiring managers regarding candidates
- Proactively 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 and engagement with candidates
- Reviewing resumes and qualifications to determine the suitability of candidates
- Performing interviews and phone interviews with candidates
- Provide recommendations to hiring managers regarding candidate selection
- Engage with local talent through participation in local career fairs
- Partner with local schools to maintain a pipeline of candidates and opportunities for students
- Verify references and conduct background checks
- Facilitation of applicable pre-employment testing when applicable
- Completion and delivery of employment agreements for new hires; offers of employment
- Facilitating all onboarding and new hire paperwork, including completion of and employment agreement amendments for existing staff
- Preparation of documents and letters pertaining to Human Resources
- Scanning and filing of all employee file paperwork
- Development and participation in special projects such as “Take Our Kids to Work Day”, preparing grant applications, summer student hiring
- Development of Continuous Improvement Processes and Standard Operating procedures
- Maintenance of data related to Human Resources functions, as well as the employee referral bonus program
- Preparation of correspondence and scheduling meetings, as requested by the Human Resources Manager
- Any other duties as may be assigned from time to time

Your Recruitment and Selection Experience Includes

- Minimum of a College Certificate or Diploma in Human Resources or equivalent experience
- At least 3 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
- Experience with Ceridian Recruitment an asset
- Self-motivated, proactive, and capable of working on own initiative with limited supervision
- Exceptional time management skills, able to work well under pressure and meet set deadlines



- Demonstrated ability to remain professional at all times
- You will require a Valid Class G Driver's License and access to reliable transportation

How to Apply

- In your cover letter tell us why you think you would excel in this role!
- Submit your cover letter and resume in confidence to buildyourcareer@execulinktelecom.ca

About Us

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.