

**Recruiting Specialist (Four month contract)**  
**Execulink Telecom**  
**Woodstock, ON**

Execulink Telecom is hiring a Recruiting Specialist on a four month contract. As a key part of the Human Resources team, you'll be responsible for acting as a recruiter for Execulink by creating and maintaining a qualified pool of candidates. By actively being engaged in recruitment activities and building external relationships, you'll be key in building our employment brand in the marketplace. Our goal is to secure AWESOME employees to assist Execulink in meeting our strategic goals. You'll act as a talent scout, by being actively engaged in recruitment activities, using both traditional and innovative strategies.

**Position Details**

- This is a full-time, four (4) month contract position.
- Regular hours of work are typically from 8:00 a.m. – 4:30 p.m. Some flexibility in hours may be required on occasion.
- Monday to Friday
- Remote work available, with availability to work from the Woodstock office as needed.

**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 suitability of candidates
- Performing interviews and phone interviews with candidates
- Communicating employer information and benefits during screening process
- Facilitating pre-employment testing
- Scheduling and coordinating interviews cooperatively with hiring managers
- Making recommendations to company hiring managers
- Verifying references and conduct background checks
- Completing timely reports on employment activity
- Participating in the onboarding of new employees
- Other duties as assigned

**What We Offer**

- Competitive compensation paid on an hourly basis
- An awesome place to work!

### **What You Offer**

- 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 Licence and access to reliable transportation

### **How to Apply**

- Submit your cover letter and resume to [work@execulinktelecom.ca](mailto:work@execulinktelecom.ca) for review.
- The application deadline is Monday, August 31, 2020.

***\*\*Execulink is conducting all interviews through video chat in order to comply with COVID-19 precautionary measures. Remote work opportunities are available to some roles to comply with government-regulated social distancing.\*\****

### **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.*