

## **Recruitment Coordinator (Vancouver, BC)**

Are you an organized, collaborative, and energetic individual looking to kick off your career in Recruitment and Human Resources? ClearChoice HR Consulting specializes in Executive Search and Professional Recruitment and serves the needs of clients across a variety of industries to help them bring in top talent to their organizations. ClearChoice has extensive expertise in Executive Search and Professional Recruitment with the intent to build cohesive, diverse and high-performing management and leadership teams. We have successfully completed numerous projects of varying sizes and complexities throughout Canada.

The Recruitment Coordinator will be looked upon to be a vital team member in helping drive forward the day-to-day recruitment activities of our team and consistently deliver quality client service to both internal and external individuals. The Recruitment Coordinator will be integral in driving critical aspects of the search process from project kickoff to completion. We are looking for a collaborative, engaged, and passionate individual that is looking to be part of a team-first environment that strives to produce high quality work for our clients and candidates.

### **Performance Expectations**

- Consult with team members to discover requirements and specific job objectives
- Assist in developing and posting job profiles to applicable job boards
- Source both passive and active candidates by using databases, social media and LinkedIn Recruiter
- Conduct pre-screen calls with potential candidates to share career opportunities
- Conduct reference and background checks
- Carefully review applicants and identify the most qualified for a given position
- Take ownership over scheduling and calendar management
- Collect, analyze and manipulate data within spreadsheets (primarily Excel) to support the understanding of business needs and recommendations for clients, and other internal consultants
- Support the design, development, formatting, and proof reading of high-quality, complex documents including position profiles, proposals, reports, and correspondence and recruitment content
- Identify skillset, competencies and experience that are needed for successful placement
- Partner with the team to create recruitment marketing content
- Prioritize and plan workflow independently and proactively while observing a sense of urgency

- Monitor project timelines against targets, advise consultants of project status, and seek clarification on discrepancies where applicable
- Candidate management and data input within our applicant tracking system
- Assist with other projects as necessary

#### **Experience & Skills**

- Completion of post-secondary education in Human Resources, Business, or another relevant discipline. A combination of education and experience is acceptable.
- 1 – 3 years of experience in a similar environment is an asset
- Strong computer literacy including advanced level use of Microsoft Office products
- Excellent written and verbal communication skills
- Strong organizational and project management skills
- Strong attention to detail and accuracy with the ability to handle confidential and sensitive information
- Ability to manage workflow, set priorities, work within tight timelines, and assist on multiple projects at the same time
- Ability to take initiative, apply your judgment and knowledge to problem-solving, and bring forward / contribute to solutions in a professional manner
- Ability to build strong relationships both internally and externally
- Strong customer and client service skills
- Minimal travel may be required

At this time, this role is primarily remote with the occasional need to work from the office.

If you have a great attitude, a sense of humor, are curious in nature and have a desire to learn and grow we'd love to hear from you!