

Job Description: Intermediate Recruiter

Location: Remote, Vancouver, BC

Employment Type: Permanent, Full-Time

Posting Date: October 12th, 2021

Closing Date: November 30th, 2021

TalentMarketplace is growing again! We are currently hiring an **Intermediate Recruiter** to join our Recruitment team.

The Role:

To define and execute recruitment strategies for our clients in service of actively researching, identifying, attracting and hiring highly-specialized talent, while maximizing the effectiveness of all candidate streams and other recruitment strategies in line with business objectives.

Key Responsibilities:

- Actively recruit candidates across a range of industries (primarily IT) using our internal database, LinkedIn, ZipRecruiter, Indeed, and other methods
- Proactively build candidate pipelines by effectively shortlisting the inbound flow of candidate applications and strategic sourcing of passive candidates through referrals, LinkedIn, external associations, diversity groups and other channels
- Partner with account managers, hiring managers and other stakeholders on defining requirements and compensation for roles
- Initiate and lead recruitment kickoff meetings to fully understand role requirements, core competencies and alignment with client business objectives
- Guide hiring practices that are fair, equitable and welcoming of all applicants, as well as provide equal employment opportunity to all qualified applicants
- Build job descriptions, external job ads, recruitment plans
- Lead the negotiation and closing of offers of varying complexities
- Ensure high quality candidate and client (internal stakeholder) experience by providing transparency and data-driven progress updates on a regular cadence
- Telephone / video screening of candidates and documenting results
- Provide support in managing / scheduling interviews for select clients
- Work with 3rd party partners for reference and background checks
- Keep in touch with hiring managers, providing regular status updates

Requirements:

- Minimum 2+ years of recruitment experience (agency or corporate)
- Organized - keep track of recruitment for multiple jobs at various stages of the process
- Customer focused (candidates and hiring manager)
- Good communicator – verbal and written
- Able to present / sell offers of employment in positive light and with all pertinent details
- Experienced with well-honed interview skills for intermediate level jobs
- Thorough note taker ensuring notes are documented for all interviews completed

- Update the ATS as needed to keep information updated to current state

Training our team is something we believe in. All candidates will receive 100% reimbursement for the Certified Diversity Recruiter course after passing.

(<https://airsdirectory.com/products/certified-diversity-and-inclusion-recruiter-11-0-cdr>)

Apply here:

Make a profile on TalentMarketplace at <https://www.talentmarketplace.ca/register/step1/> and email info@talentmarketplace.ca to indicate your interest.