

Job Description: Statement of Work (SOW) Specialist

Location: Remote, Vancouver, BC

Employment Type: Permanent, Full-Time

Posting Date: June 30th, 2021

Closing Date: August 30th, 2021 11:59PM PST

The Role:

TalentMarketplace is the top recruitment platform for project managers, business analysts and project coordinators. We help employers find candidates with our machine learning matching algorithm which matches candidates with employers.

As a SOW Specialist at TalentMarketplace (TMP), you will be responsible for completing SOWs by sourcing internal candidates, determining candidate interest, completing SOW packages and communicating with any employers that do submit SOWs. You will also be supporting and working closely with the Recruitment team on a needs basis. If you want to work with a group of fun and energetic people, then this is the job for you!

Key Responsibilities

- Assess the ask of each SOW, review incumbents, and run highlights candidates within the TMP Database
- Contact TMP candidates to determine skill level, availability, and interests of any given SOW by phone call or email
- Complete and email SOWs to the corresponding employer by the closing date
- Update and record the stages of every SOW on our ATS
- Email SOW packages to employer
- Monitor external bid sites for potential new opportunities, and fill with appropriate candidates

Requirements

- BBA (HR concentration is an asset)
- 1-3 years of experience in the Technology industry
- Excellent communication skills, keen attention to detail
- Sense of urgency regarding internal and external client needs.
- Willingness to learn and grow within the company
- Be able to meet personal targets in a dynamic environment
- Be an overall great person who is easy to work with!

Apply here:

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