

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	RECRUITMENT COORDINATOR
JOB NUMBER	4077
NUMBER OF POSITION/S	1
NOC CODE	TBD
CLOSING DATE	2021-11-30
LOCATION	TBD
ACCESSIBLE BY TRANSIT	No
HOURS PER WEEK	35
HOURLY WAGE RANGE	TBD
WAGE DETAILS	Negotiable with Employer
JOB TERMS	TBD
JOB DESCRIPTION	<p>Vibrant and small HR consulting firm is looking for research-driven, strategic, technology-curious and social media enthusiast to assist in various administrative, recruitment and marketing tasks.</p> <p>In this role, you will take the initiative to source candidates via social media, screen resumes, answer clients inquiries, book appointments, update databases, process accounting information, and more.</p>
JOB DUTIES	<p>Draft job postings and post on various platforms and social networks.</p> <p>Answering email and direct clients inquires, book meetings as needed.</p> <p>Create, build, maintain and update candidates records and databases while upholding confidentiality</p> <p>Source candidates for jobs through social networks and social media.</p> <p>Utilize LinkedIn to develop and implement sourcing strategies, including engaging no-active job seekers and headhunting processes.</p> <p>Review resumes, provide feedback to candidates and advise on job search strategies.</p> <p>Research and summarize new recruitment trends in the local and global market.</p> <p>Provide other administrative, accounting and marketing support as needed</p>
QUALIFICATIONS, REQUIREMENTS & SKILLS	<p>Post-secondary education in related fields- HR, Business Administration, or similar.</p> <p>At least one year of experience in recruitment, including some online engagement experience.</p>

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<b>QUALIFICATIONS, REQUIREMENTS &amp; SKILLS</b>	<p>Ability to quickly grasp new information and knowledge and work independently as needed.</p> <p>Solid knowledge of LinkedIn tools and searching options is required.</p> <p>Exceptional communication skills in English- verbal and written, and easily connect with a diverse population.</p> <p>Knowledge of additional languages is a great asset.</p> <p>Familiarity with job boards and/or active on social media networks, such as LinkedIn, Facebook and Instagram.</p> <p>Must be organized, accurate and enjoy a multitasking environment.</p> <p>Ability to apply good judgment and strive for efficiency.</p> <p>Proficient in MS Word, MS Excel, PowerPoint and Outlook</p> <p>A reliable home workstation is needed, including a computer and high-speed internet, to work remotely as needed.</p>
<b>PROVEIT BATCHES</b>	<p>Training and constructive feedback</p> <p>Huge verity in global projects</p> <p>Remote work</p> <p>Flexible schedule and/or part-time options</p> <p>Fun and supportive environment and positive attitude</p>
<b>APPLICATION PROCESS</b>	<p>Send targeted resume</p> <p>Apply through your CC</p>
<b>JD</b>	Ahmad Alsaadeh