



Recruitment Specialist - 1 year Contract

Primary Objective of the Position:

The Recruitment Specialist (**1-year contract**) will lead the full cycle recruitment function coast to coast. In collaboration with hiring managers, the incumbent will advise, conduct research and strategize to meet staffing needs and develop proactive approaches and outreach to meet future staffing needs. Reporting to the Head of HR.

Candidate must have flexibility to work generally within 8am - 7pm to accommodate for time zones.

Essential Position Functions:

- Responsible for sourcing and recruiting general labour, technical, professional and management roles for permanent, temporary and part-time hires coast to coast.
- Review and analyzes active client requirements to source and identify candidates for open positions and for future opportunities
- Utilizes multiple internet resources, social media outlets, including your own creative networking techniques to source suitable candidates
- Track and manage all candidate and client interaction/information
- Coordinate and conduct phone, in-person and panel interviews to evaluate candidates fit and technical competence
- Check references and conduct social media appropriateness checks and make recommendations regarding salary, start dates, hours, etc.
- Prepare offer letters and related hire information.
- Negotiate candidate's contracts and terms of employment, if appropriate, with previous approvals.
- Participate in onboarding process.
- Build and maintain strong relationships with all levels of the organization and potential candidates
- Coordinate, source and attend job fairs where required.
- Prepare reports and presentations on recruitment metrics (including job status, vacancies, progress and updates and relevant labour market research)
- Stays current with all applicable employment legislation coast to coast
- Tracking of recruitment and retention metrics for reporting to senior management
- Flexible for some travel if required and flexible with hours worked.
- Candidate must have flexibility to work generally within 8-7pm to accommodate for time zones.

Minimum Qualifications:

- Must have 4+ years of specialized recruitment experience or equivalent
- A college diploma or university degree in HR, business or related discipline, or equivalent combination of education and experience
- Must be working towards CHRL
- Must have demonstrated knowledge of best practises in recruiting and a strong ability to use social media to attract talent coast to coast
- A sense of urgency and ability to communicate effectively via phone, email and other digital platforms
- Strong attention to detail and analytical skills
- Excellent verbal and written communication and interpersonal skills
- Ability to apply employment legislation standards to recruitment practices
- Familiar with HRIS Systems
- Ability to work efficiently as part of a team as well as independently in a fast past environment
- High level of proficiency in Microsoft office Programs including Word, PowerPoint and Excel
- Capacity to work well under pressure with competing priorities
- A competitive nature
- Social personality type with natural inquisitiveness

Important to Know:

- Cargojet is an equal opportunity employer. We thank you for your interest. Only those candidates selected for an interview will be contacted.

- We are committed to providing accommodations for persons with disabilities. If you require accommodation, we will work with you to meet your needs.
- At Cargojet, we make safety the highest priority. Because of this priority and as we operate in a safety-sensitive environment, we require all employees to abstain from consuming Cannabis, in and outside of the workplace. This is a critical element of our drug and alcohol policy that all employees must comply with at all times.

Application Deadline:	December 31, 2018	E-Mail:	HR@cargojet.com
Send Application to:	Human Resources	Fax:	905.501.7582

- Cargojet has been awarded one of Canada's 50 Best Managed Companies, and the 2018 Shipper's Choice Award as Canada's Cargo Airline and Carrier of Choice by the Canadian Transportation and Logistics Magazine.
- Cargojet is Canada's leading provider of time sensitive overnight air cargo services and carries over 1,300,000 pounds of cargo each business night. Cargojet operates its network across North America each business night, utilizing a fleet of all-cargo aircraft. For more information, please visit: www.cargojet.com.