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Recruitment Specialist

Posted by: AP Immigration & Employment Services LTD.

Posting date: 28-Nov-2024 **Closing date:** 18-Dec-2024

Education: Bachelor's Degree (preferred)

Language: English

Job location: Surrey

Salary: \$30.00 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: DISJ2048062

Job description:

Work setting

- Urban area
- Public sector

Responsibilities

Tasks

- Identify current and prospective staffing requirements
- Collect and screen applicants
- Advise job applicants on employment requirements and terms and conditions of employment
- Review candidate inventories
- Recruit graduates of colleges, universities and other educational institutions

- Advise managers and employees on staffing policies and procedures
- Organize and administer staff consultation and grievance procedures
- Negotiate settlements of appeals and disputes and co-ordinate termination of employment process
- Determine eligibility to entitlements and arrange staff training
- Provide information or services such as employee assistance, counselling and recognition programs
- Supervise personnel clerks performing filing, typing and record-keeping duties
- Recruit and hire staff

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word

Area of specialization

- Project management

Additional information

Transportation/travel information

- Own transportation

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Repetitive tasks
- Attention to detail

Own tools/equipment

- Computer
- Internet access
- Cellular phone

Personal suitability

- Accurate
- Efficient interpersonal skills
- Flexibility
- Organized
- Reliability
- Adaptability
- Ability to multitask

Benefits

Financial benefits

- Commission