



Position Title **Recruiter (3 month contract)**

Location Toronto

Reporting To VP, Human Resources

Position Overview The Recruiter will collaborate with the Recruitment Manager for the full cycle recruiting including sourcing, screening, interviewing and managing candidates and managers through the hiring process.

- Duties and Responsibilities**
- Conduct and/or participate in the interviewing process and pre-screening
 - Work with managers to develop their skills in the assessment and selection of candidates
 - Contribute to a pipeline of strong talent
 - Leverage industry contacts and associations to attract talent
 - Create and post positions in line with the internal job descriptions and job title matrix
 - Work with Managers to present offers and with the HR Assistant on new hire paperwork and requirement
 - Collaborate with and support HR on special projects and initiatives

- Education**
- Post-secondary education in HR would be an asset

- Qualifications**
- Proven experience as a recruiter for a medium-sized company
 - Good networking skills
 - Experience with different interviewing techniques
 - Good understanding and ability to assess various departmental needs
 - Ability to assess and attract top performers
 - Ability to multi-task in a high pressure environment
 - Good understanding of general HR practices
 - Financial industry experience is an asset
 - Bilingual (English and French) would be an asset