



Senior Human Resources Recruitment Specialist

Job # 441

We're a close-knit team that enjoys working with each other in an entrepreneurial environment. We have an immediate opening for a Human Resources Clerk who will provide clerical support for the Human Resources Department with all HR-Related functions and may also provide clerical support to the CFO as needed.

HR Senior Recruitment Specialist will be responsible for recruiting and interviewing prospective employees for various open positions, such as positions in the Shop, Engineering and Administration. Will maintain and update our hiring policies and recruitment materials, as needed. HR Senior Recruitment Specialist will ensure company recruits and retains qualified employees to meet company staffing goals.

Sr. HR Recruitment Specialist Job Responsibilities include but not limited to:

- Coordinating with HR Manager, Senior Management and department managers and team leaders to identify current and future hiring needs.
- Report to Senior Management on a regular basis the status of staffing requirements.
- Gathering requirements and specific instructions for job postings from hiring managers.
- Designing interview questions and screening procedures for individual positions.
- Writing and posting job advertisements to appropriate job boards, print media, and digital platforms.
- Scouting and recruiting prospective employees by using databases, social media platforms, and professional networks.
- Coordinating interviews (both phone and in-person).
- Conducting interviews with candidates and assessing their skills, experience, and aptitudes for a position before passing candidates along to Lead Interviewer
- Manage candidates' information (e.g. resumes and contact details) within internal applicant flow charts.
- Evaluating current recruitment strategies and spearheading areas of improvement.
- Coordinate pre-employment screening, references and performing background checks
- Create and maintain weekly, monthly, quarterly and annual hiring status reports for Senior management review.
- Liaise with college alumni associations
- Maintain a database of talent and resources
- Any other task assigned by Senior management

Sr. HR Recruitment Specialist Qualifications and Experience Requirements:

- 3-5 years of proven work experience as a Staffing Specialist, Staffing Coordinator, or similar role.
- BSc in Human Resources Management or relevant field preferred.
- Solid knowledge of HR best practices and recruitment procedures.
- Familiarity with applicant tracking systems
- Strong knowledge of labor laws and employment regulations.
- The ability to collaborate with team members and build interpersonal relationships with management and staff at all levels.
- Excellent communication, organizational and time management skills.

- Proven experience with interviewing and evaluating candidates (using phone/Skype screening/in person).
- Comfortable in a multi-task environment with frequent interruptions and short deadlines.
- Ability to change priorities with short notice.
- Ability to maintain updated physical and digital employee records
- Physical requirements - while performing the duties of this job, the employee is required to walk/stand up to the entire day and occasionally sit in meetings or in front of a computer screen. The employee must occasionally reach, bend, walk up and down stairs.

Physical requirements of the position may include but not limited to sitting, walking up and down stairs, lifting and crouching.

Affirmative Action/EOE