



Recruiter / Staffing Specialist

- 2 County Ct Blvd, Brampton, ON L6W 3X7, Canada
- Contract

Company Description

Matrix is a full service staffing firm providing professional recruitment solutions for a wide variety of careers.

Job Description

- As a Recruiter, your role would be to build and deliver superior recruitment services and hiring experiences to our clients; interface with upper management, HR, Business Partners, and Hiring Managers to ensure their sourcing needs and expectations are exceeded in a time-sensitive manner.

Responsibilities

- Attract, source and recruit high-level talent
- Manage end-to-end full-cycle recruiting including sourcing, interviewing and guiding the selection process for the client
- Play a consultative role to the clients, and be responsible for developing sophisticated sourcing and recruitment strategies for candidates at all levels
- Source candidates directly by leveraging self-generated market research
- Build strategic and trusted relationships with clients; demonstrate advanced knowledge and subject matter expertise within recruitment
- Screen resumes and conduct competency-based interviews
- Structure and negotiate compensation with candidates and hiring managers, collaborate with internal HR partners to structure offers
- Manage relationships with recruitment suppliers as needed agreeing terms of business, negotiating favorable rates, managing off-limits and resolving disputes

Qualifications

- Bachelors degree required; advanced degree preferred
- Experience in a Recruiting position preferred; recent graduates considered
- Ability to stay focused and on-task with various high-priority tasks simultaneously
- Must be able to work in a high-pressure environment under pressure
- Superior multitasking, project management and presentation skills a must
- Strong relationship management skills; must be interpersonally effective and comfortable interacting with employees at all levels
- Must be able to work independently in a dynamic fast-paced environment of change, challenge and multiple deadlines and priorities

- Expert networking and relationship-building skills are required
- Proven ability to utilize research resources, networks and cold calling to create market maps and diverse candidate pools
- Must be comfortable cold calling into organizations to source currently employed potential candidates on opportunities

Additional information

All information will be kept confidential according to privacy guidelines.

Matrix is an equal opportunity employer. We recruit and hire the most qualified applicants and employees without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status. We value diversity in our workforce and in our community and are committed to providing equal opportunities in services, access to services and employment opportunities. Our employees and applicants have equal opportunity for employment, training, and promotion and we welcome all applicants to apply.