



## PURPOSE OF ROLE

Carillion is seeking a **Junior Recruiter** to join our Airport team. We are targeting a creative professional Junior Recruiter that will focus on sourcing candidates for all our Airport positions.

## PRINCIPAL ACCOUNTABILITIES

- source, screen, interview applicants and submit qualified candidates to managers
- create job postings and company information using recruiting resources
- drive and initiate selection process to ensure a great candidate experience
- Participate in meetings with management to prioritize sourcing efforts based on priority levels across all open positions.
- Use tracking system to track/summarize potential candidates and their skill set.

## Requirements

Successful candidates will be able to: multi-task; use time management skills to operate well in a deadline oriented environment with attention to detail; demonstrate flexibility and a sense of urgency; demonstrate an interest in learning our business.

- Exceptional verbal and written communication as well as organizational time management, and customer service skills.
- Proficient with Word, Excel, PowerPoint, Outlook, Internet and other related software.
- Proven track record of working independently with ability to ask questions and to engage colleagues.
- Proven research skills for sourcing of candidates
- 1-2 years' experience in creative and current recruiting methods
- Excellent organizational and analytical skills
- Ability to perform complex functions, establish priorities, and resolve issues independently
- Proficiency in working with social media tools
- Great presentation ability and networking experience



- Positive attitude with desire to succeed in a team environment.

#### Safety Responsibilities:

- Set an example for associates to follow by incorporating safe work practices in all aspects of their activities and abiding by the Clients & Company's safety policies and procedures.
- Attend all required health & safety training
- Reports and corrects any safety concerns and advises employees of potential/unsafe conditions or hazards
- Complies and enforces the H&S regulations, the OHSA and company policies/procedures in a consistent manner.

#### ADDITIONAL ROLE INFORMATION

As an employer of choice, we treat all of our employees consistently and fairly to help you achieve personal and professional ambitions.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.

At this time we do not require assistance from recruitment agencies, thank you.

Hours of work: We are a 24/7 business environment. You will be required to work the hours that will encompass the core hours for client and employee visits. Weekend and statutory holiday work as required.