



HR Associates is a recruitment and human resources consulting firm specializing in the public and health sectors in Ontario. Our Recruitment Services Division supports clients across the province in hiring administrative, professional and executive talent in such areas as administrative support, program management, health care, communications, human resources, finance, policy development, etc.

Recruitment Coordinator

We are looking to add a Recruitment Coordinator to join our team, located in Etobicoke. Reporting to the Manager of Recruitment Services you will be responsible for coordinating recruitment initiatives for a portfolio of clients.

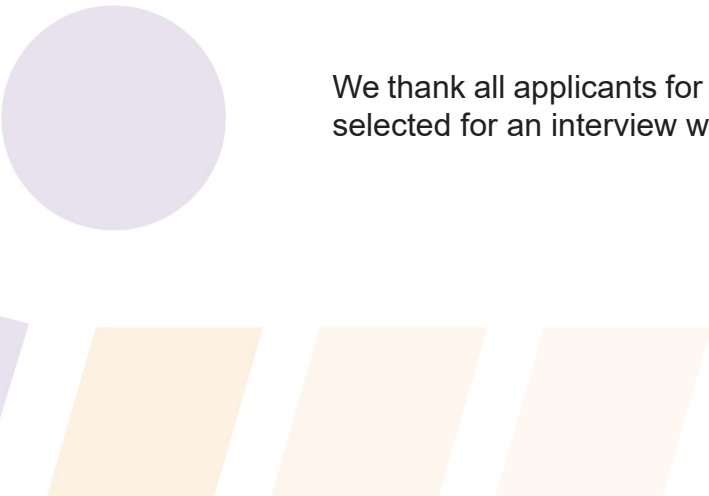
The Recruitment Coordinator is the key contact to our clients and is responsible for coordinating and project managing all assigned recruitment initiatives including receiving client requests; developing work plans and recruitment schedules; allocated required resources; ensuring timelines and deliverables are met and providing quality control. As the liaison to the client, you will manage client relations, providing regular updates and managing expectations.

Qualifications:

We are looking for someone with superior communication and coordination skills to develop and implement recruitment plans; liaise with internal and external stakeholders and provide advice. Experience in recruitment and human resources are certainly an asset but candidates with related skills and experience will also be considered.

To Apply:

If you feel that you have the right combination of qualities for this position, please submit your application to recruit@hrassociates.ca by May 13th, 2019. For more information, please contact Heather Lucas at 416.237.1500 x.242.



We thank all applicants for their interest; however only candidates selected for an interview will be contacted.