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## World Skills Employment Centre Internal/External Job Posting

<b>Position:</b>	<b><u>Recruitment Specialist – Employer Engagement</u></b>
<b>Term:</b>	Full Time – 35 hours/week contract to March 31, 2022 with possibility of extension
<b>Reports to:</b>	Manager of Employer Engagement
<b>Application process:</b>	Please send your resume and cover letter as one file with <b><i>Your Name_ Recruitment Specialist EE</i></b> as the subject heading to: <a href="mailto:HR@ottawa-worldskills.org">HR@ottawa-worldskills.org</a>
<b>Deadline:</b>	Sunday, May 9, 2021
<b>Salary and Benefits:</b>	Commensurate salary plus a comprehensive benefits plan including health, dental, RRSP and a generous vacation leave

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### Position Summary:

As part of World Skills, a not-for-profit employment service for new Canadians, within the Employer Engagement team the Recruitment Specialist works with job-ready clients. The main role of this position is to connect newcomer talent to employment opportunities and/or employers in Ottawa.

### Major Responsibilities:

- Complete the full cycle recruiting process through a collaborative team effort: distributing job orders, screening resumes, telephone interviews, face-to-face interviews, coordinating interviews for employers
- Source employment opportunities for clients through labour market research, attending networking events, job fairs and other opportunities to connect with employers
- Support clients in tailoring their applications, preparing for job interviews, targeted recruitment, networking and coaching events; and in preparing an online profile for LinkedIn
- Invite clients to planned events such as targeted recruitment, networking and coaching events
- Create a distribution list to connect with clients by email; collect success stories/testimonials from clients; maintain client records/ensure client follow ups on a 3, 9 and 12-month basis
- Record interventions with employers and clients in the database and in other software as required by the funder
- Provide weekly/monthly/quarterly reports as required
- Work very closely with the Employment Counsellors/Facilitators and Employer Engagement Specialists to act as the bridge between the client and the employer

- Attend staff meetings, team meetings and other external meetings as required and share best practices in the recruitment process
- Perform other duties from time to time, as required by the organization

**Qualifications, Knowledge and Experience:**

- University Degree in related field and 2-5 years of experience in recruitment and career counseling
- Proven effectiveness as a pre-employment counsellor and/or recruiter
- Proven efficiency in event organization
- Thorough understanding of what it takes to be effective in the Canadian work environment and ability to model the highest professional standards
- Must possess conflict resolution skills, excellent interpersonal and intercultural skills, diplomacy, maturity and integrity
- Ability to maintain confidentiality is imperative
- Ability to work under pressure, to communicate effectively (verbal and written), to establish priorities and deal with tight timelines, to recognize the need for change and to develop plans for change where necessary
- Ability to work within a team environment is essential
- Knowledge of issues related to newcomers and employment is essential
- Understanding of labor market trends and business community practices
- Excellent interpersonal, communication and writing skills
- Experience in working with newcomers and immigrants
- Strong computer skills
- French will be considered an asset

*World Skills Employment Centre is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the HR Manager upon scheduling your interview. We encourage applications from qualified people of all backgrounds, including women, member of visible minorities, Aboriginal peoples, and persons with disabilities.*

**Thank you for your interest in this position; only candidates selected for an interview will be contacted**