**POSITION DESCRIPTION**

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| **Title**: Associate Recruiter | | **Date:** March 17, 2022 |
| **Company:** Optimus Performance | **Department:** | |
| **Key Internal Communicators:** Business owner, bookkeeper | | |
| **Key External Communicators:** Clients, suppliers | | |
| **Reports To:** Business owner | | |

**Summary of Goals and Objectives of the Position**

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| To provide clients with quality candidates who have the right skills, attitude, and fit for the job. |
| \*Niveau d'autorite 1 - Entière autorité 2 - Agir et notifier 3 - Agir après consultation 4 - Agir après approbation seulement  \*Authority levels: 1 - Complete authority 2 - Act and report 3 - Act only after consultation 4 - Act only after approval |

**Specific Duties/Tasks**

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| 1. Write job postings 3\* | 1. Post jobs on job posting sites 2 |
| 1. Sponsor jobs 3 | 1. Review resumes 2 |
| 1. Send best resumes to clients for review 2 | 1. Interview candidates 2 |
| 1. Setup and send assessments 2 | 1. Discuss candidates with clients 2 |
| 1. Track time using QB 1 | 1. Review analytics to determine performance of sponsored jobs 2 |
| 1. Write ROI report for hires to clients 2 | 1. Search for passive candidates 2 |
| 1. Email passive candidates to generate interest 1 | 1. Aid in marketing to attract new clients 2 |
| 1. Aid in selling assessments to client as part of recruitment process 1 | 1. Use tool such as Manatal to organize and keep track of job postings, resumes, clients etc. 1 |
| 1. Verify references 2 |  |

**Knowledge & Skills Essential**

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| 1. Good business acumen | 1. Good interpersonal skills |
| 1. Good interview skills | 1. Good judgement of character |
| 1. Good writing skills | 1. Bilingual English and French |
| 1. Skillful with Word software | 1. Knowledge of principles of recruitment |
| 1. Persuasion | 1. Negotiation |
| 1. Active listening | 1. Time management & organization |

**Knowledge & Skills Desirable**

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| 1. Knowledge of Profiles assessments |  |
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**Minimum Performance Standards**

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| 1. Fill jobs for clients at a cost to them of between 5-10 % or less of annual salary of position |
| 1. Respond same day to client emails or calls |
| 1. Review resumes daily to keep process pipeline moving rapidly |
| 1. Keep first interviews short enough to rate candidates |
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**Great reference for writing job descriptions** [**https://www.onetonline.org/**](https://www.onetonline.org/)