

Bilingual Talent Acquisition Specialist

Reference No.: 1112E9
Language: Advanced English, Advanced French
Location: North York-Ontario
Salary: 60K - 65K
Benefits: Included
Account Manager: Munir Jamal
Email: mjamal@nevia.com
Job Type: full time permanent

Description

Our client is looking for a Bilingual (English & French) Talent Acquisition Specialist, they will report to the Recruitment Manager at their Toronto office. The Recruiter will be working with all local hiring managers to access, evaluate, and strategize on individual hiring needs. This will be in office position, full time permanent, Mon-Fri 8:30am to 5:00pm, 2 weeks holidays, free parking and a bonus at the end of each year. It's a great organization that has been in business for over 30 years. The salary is \$60K- \$65K.

Responsibilities

- Screening resumes and conducting initial assessments to match candidates with job openings
- Conduct behavioral interviews with candidates
- Conducting interviews in both languages, ensuring the candidate is proficient in both languages
- Develop and maintain relationships with job seekers, various agencies and professional associates and maintain a continuous pool of qualified candidates.
- Adhere to the highest standards of professionalism and strict confidentiality on matters requiring discretion

Qualifications

- 4 years or more of high-volume corporate recruiting experience in a professional environment using a candidate tracking system
- Bachelor's degree in Human Resources or another related field or equivalent experience
- Strong communication abilities to manage relationships with candidates and hiring teams in both English and French
- Proficient with MS Office, along with high attention to detail - ability to use multiple recruitment platforms (ie LinkedIn, Indeed, job boards, ATS systems, etc.)
- Excellent communication, organizational and, time management skills