

Senior I.T. recruiting associate

Under the supervision of the Senior Director, you will be responsible for recruiting and hiring (permanent employees or negotiating with incorporated sub-contractors to achieve your staffing unit objectives. You will be responsible for the complete recruiting cycle and will perform your duties without a lot of supervision. You are proud of your network and have developed through the years an impressive pool of contacts with candidates in the Information Technology field.

Responsibilities :

Working closely with your unit colleagues and client's you will establish recruitment requirements, write job descriptions, and place job postings on various job sites. You will arrange and conduct interviews to evaluate applicant's skills and qualifications in order to present them to the internal sales directors in charge of client's or in some cases you will deal directly with client's. You will be in charge of proceeding with background checks (professional references) for selected I.T resources.

You will keep track of all your actions with candidate's : follow up, emails, new information, date of availability updated resume etc... in the data base system. You will participate in the deposit of proposals (resume layout, writing candidate profiles, filling out criteria grids, etc.) You will present selected candidates to internal directors, partners or client's depending on the recruitment project. In collaboration with internal directors you will coach selected candidates in order to prepare them for client interviews. You will be an active member of the integration of new employees in the firm. You will perform any other tasks as needed in your recruiting unit.

The perfect candidate for this position will have at **least 4 years of proven IT recruiting experience**. You are very good and creative with social media utilisation and other recruiting and sourcing tools. You have time management skills and abilities to work under tight deadlines without being stressed. You are customer driven and have a sense of responsibilities. You are a resourceful team member to assist junior recruiters in performing better. For this position many contacts will be in English. Therefore you must be excellent in English both written and spoken.

Please send your resume to Danièle Roy (droy@apriori-rh.com) We will be happy to meet you and discuss furthermore about this permanent job opportunity at our client, one of the best I.T.consulting firm in Montreal. We also have other recruiting position for more junior recruiters. Some of our clients are situated outside the downtown area. Please send us your resume to know more about all our job opportunities. You will have all our attention