

Senior Recruitment Consultant / Senior Accounting & Finance Recruitment and Talent Specialist

The Senior Recruitment Consultant is responsible for managing the Candidate Recruitment Lifecycle by researching client contract and permanent placements within a timely manner by providing a pipeline of qualified candidates to generate business and meet targets.

Responsibilities include:

- Build longstanding relationships with candidates and Internal team Managers
- Meet clients' needs by identifying and fulfilling job orders that match the client's organizational culture
- Partner with Account Manager and client to ensure a thorough understanding of hiring needs, job requirements, client culture and work environment
- Keep client and Account Manager up to date on the status of all job openings by communicating regularly with Account Managers and clients
- Develop/Implement sustainable recruiting strategies
- Write and proofread job descriptions when required
- Keep accurate & up to date records within Applicant Tracking System
- Source active and passive candidates using a variety of channels including, networking, direct recruiting, resumes databases, various job boards, social media sites and online-advertising techniques etc.
- Ensure applicant resumes are acknowledged and accurately reviewed
- Identify, screen and conduct interviews to evaluate candidate meets position requirements
- Match candidates to open opportunities
- Complete pre-employment checks (reference checks and background or credit checks)
- Present shortlisted candidates, and candidate profile summaries
- Negotiate employment details
- Work with the Human Resources Department to onboard new employees
- Observe provincial employment laws, rules and regulations
- Adhere to data privacy regulations, policies and procedures surrounding keeping personal information confidential
- Participate in daily and weekly meetings
- Take part in client meetings with the Account Manager

Required Experience & Qualifications:

- Minimum 5 years as a Recruiter within an Accounting/Finance Recruitment environment
- Excellent understanding of Contract & Permanent recruitment processes and an expert on evaluating candidates' technical skillsets
- Expert proficiency of candidate sourcing tools and methods

- Extensive professional network of Accounting/Finance candidates
- Extensive experience executing/delivering qualified, fully vetted candidates on tight timelines with no supervision
- University Degree
- Accounting Designation (a plus)
- Strong interpersonal skills and ability to build trusted business relationships
- Flawless communication skills
- Integrity
- Ability to maintain confidentiality
- Collaborative
- Excellent time-management skills
- Finely tuned, mature judgement skills
- Proactive approach to recruiting candidates and maintaining relationships