

Domcor is a premiere provider of high quality, fully integrated security and traffic control services. We are currently searching for a Jr. Recruiter to work onsite in our Campbell River Office. This is a newly created position due to growth. Successful candidates will have excellent customer service and must be outcome-oriented. The ability to work in a fast paced environment with strong attention to detail is essential. You will be fully engaged and busy from the first day and we guarantee there will never be a dull moment.

What you will do :

- Attract potential candidates through in-person promotion and prospecting
- Qualify applicants by phone screening and setting up interviews
- Advertise on job websites and manage and report on budgets
- Ensure constant flow of applicants and fulfill weekly hiring targets
- Interview qualified candidates and gather appropriate paperwork
- Update Applicant Tracking System
- Implement new recruitment strategies and ideas

What you will bring:

This position involves full cycle recruitment, including in-person prospecting, phone and email related support and problem solving. The ideal applicant will have experience in a fast paced environment, be quick on their feet, and think outside the box.

- Must have a positive "can-do" attitude and be a self-starter
- Organizational and priority-setting skills
- Strong working knowledge of Microsoft Office applications (Word, Outlook, PowerPoint, Excel)
- Open-minded, coach-able, dedicated to excellence, driven, and creative
- Post secondary diploma or certificate
- Demonstrated keyboarding speed of 50-80 wpm

Salary depends on skills and experience. We would like to thank all applicants for their interest in this role; however only the selected candidates will be contacted. Apply by email to: general@domcor.ca