***Liberty Staffing Services Inc.*** is hiring for our growing, busy office in Brampton Ontario!

Do you find it rewarding helping people? Are you passionate about great customer service? If this describes you, then our internal role would be perfect for you!

**Who We Are?**

Liberty Staffing Services Inc. is an award-winning, independently owned staffing agency with seven branches across southwestern Ontario. We have been providing exceptional flexible staffing solutions to businesses and assisting individuals with obtaining employment since 1999. Temporary, temporary to permanent, and permanent staffing is what we offer, to Office, Warehouse, and Industrial companies in Ontario.

**Perks of Working for Us!**

- Stable schedule (Monday to Friday day shift)
- Competitive salary
- Health and dental benefits
- Supportive and positive coworkers
- Gaining a sense of accomplishment when you help a job seeker find employment, and help a client fill their open position with a qualified candidate
- Great potential for career growth within the company

**Responsibilities:**

As a Front Desk Receptionist, you will be responsible for answering calls and taking messages, setting up interviews for candidates, conducting interviews, data entry and other clerical tasks as required.

**Qualifications:**

- Previous staffing/recruiting experience is an asset but not required
- 2-3 years of relevant office experience
- Be comfortable handling a large volume of phone calls
- Ability to multitask and problem solve
- Exhibit patience and work well in a team-oriented environment
- Have a good sense of time-management and be flexible with assigned duties

**Apply Today!**

Please email your resume to Lorna Faires (Senior Regional Manager) at: lornaf@libertystaffing.ca

Thank you to all who apply, however only selected candidates will be contacted. Liberty Staffing Services Inc. is an equal opportunity employer.

*Liberty Staffing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To request an accommodation, please contact Liberty Staffing Services.*