**Office Recruitment Specialist**  
London, ON

Job Type: Full-time, Permanent  
Salary: $45,000.00-$50,000.00 per year

Do you find it rewarding helping people? Are you passionate about great customer service? If this describes you, then an internal Office Recruitment Specialist role at Liberty Staffing would be perfect for you! We are hiring for our busy branch in London, Ontario.

**Who We Are:**

***Liberty Staffing Services Inc. is an award-winning, independently-owned staffing agency with 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 warehouse, industrial, and office sectors in Ontario.***

**Perks of Working for Us:**

* Flexible schedule (Monday to Friday, 7am to 4pm or 8am to 5pm)
* Competitive salary with bonus incentives
* Health and dental benefits
* Supportive and positive coworkers
* Rewarding career, in which you’re able to help people find work and provide staffing solutions to businesses in the area
* 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

The Office Recruitment Specialist will be responsible for providing exceptional staffing services to clients /companies in the Office sector and offer a high level of customer service to our employees.

**Responsibilities:**

* Sourcing office applicants utilizing various marketing mediums
* Screen, interview, assess and place candidates that register with Liberty Staffing to match their skills with our clients’ requirements and corporate culture
* Create and build relationships with new and existing clients
* Develop relationships with assignment employees
* Collect and verify payroll timesheets for accuracy
* Complete site safety inspections
* Fulfill client orders with the best-qualified and most committed workers
* Perform our level of service process to monitor and manage the fulfillment process while exceeding client expectations

**Requirements:**

* Minimum 1 year of experience in full end-to-end recruitment environment
* 2 – 3 years of experience working in a service-based environment
* Must possess a College Diploma or University Degree in Human Resources or a related field
* Recruitment and job interviewing skills required
* Excellent interpersonal and communication skills
* Strong prioritization and time-management skills

**Apply Today!**

Please email your updated resume to Lisa Hutchinson (Senior Regional Manager in London) at: [lisah@libertystaffing.ca](mailto:lisah@libertystaffing.ca)

Thank you to all who apply, however only selected candidates will be contacted.

*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.*