

JOB DESCRIPTION

Job Title: Recruitment Coordinator

Immediate Supervisor (Title): Director

Job Summary:

The Recruitment Coordinator is responsible for managing and coordinating the company's recruitment processes. This includes posting job openings, screening candidates, coordinating interviews, and managing communications with applicants.

Key Tasks and Responsibilities:

- Write and post job advertisements across various recruitment channels.
- Review applications and pre-screen candidates based on established criteria.
- Coordinate and schedule interviews with candidates and hiring managers.
- Participate in interviews and provide recommendations on candidates.
- Manage communication with candidates throughout the recruitment process.
- Maintain and update the candidate database.
- Collaborate with hiring managers to understand recruitment needs and job requirements.
- Attend recruitment events and job fairs to promote the company and attract talent.
- Inform new employees upon arrival about employee programs and benefits.

Job Requirements:

- 2 to 3 years of experience in a similar role.
- Excellent communication and interpersonal skills.
- Ability to multitask and meet deadlines.
- Knowledge of applicant tracking systems and online recruitment tools.
- Fluency in French is an essential, bilingual (French English) is an asset.

Required Skills:

- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Discretion and respect for confidentiality.
- Ability to assess candidates' skills and qualifications.

How to apply:

Submit your resume and a cover letter detailing your experience and why you are the ideal candidate for this position to job@ageophysics.com.

Join Abitibi Geophysics and help provide innovative geophysical solutions while contributing to our business growth!