
TITLE

Bilingual Corporate Recruiter

SUPERVISOR

Senior Advisor, Recruitment & Talent Management

STATUS

12 to 18 month contract

LOCATION

Toronto

RESPONSIBILITIES

- Manage all aspects involved in full lifecycle recruiting including the interview process, presentation and selection, offer negotiation, closing, and administrative components
- Develop and maintain strong working relationships with Medisys internal business partners to create partnerships that yield successful results and build credibility
- Work in conjunction with team members to execute a successful recruitment and selection process ensuring high quality of hire at an efficient cost per hire
- Utilize behavioural and situational interviewing techniques to identify high calibre candidates
- Identify creative ways to source qualified candidates through cost effective methods
- Develop a pipeline of key talent potentially available for immediate hire as business needs dictate

REQUIRED QUALIFICATIONS

- Completion of post secondary education required
- Minimum 2-3 years of full lifecycle recruiting experience required
- Previous experience managing a large workbench (15+mandates) in a search firm would be considered an asset
- Must be bilingual; Superlative written and verbal communication skills in English and French are mandatory
- Must demonstrate initiative and the ability to work autonomously
- Exhibits critical thought process and sound judgment when making decisions
- Demonstrated ability to manage competing demands, accept constructive feedback, while being extremely adaptable and flexible
- Must be able to collaborate, influence and build relationships at all levels of the organization
- Must be Internet savvy and experienced in mining online databases
- Ability to handle sensitive and confidential information appropriately



Medisys Human Resources

A healthy career.

PLEASE TRANSMIT YOUR CV TO OUR HUMAN RESOURCES DEPARTMENT BY E-MAIL

AT: tammy.patten@medisys.ca

We wish to thank all applicants in advance for their interest; however, only those who will be considered for an interview will be contacted. Medisys is an equal opportunity employer.