**Recruitment Specialist**

ICAP Employment Solutions, on behalf of its client, is seeking for a Recruitment Specialist, you will be responsible for sourcing and recruiting employees who support our customer’s needs.

**Responsibilities:**

* Recruit candidates and build a candidate pipeline through all resource channels, including social networking, online job boards, community involvement, professional networking and local media resources
* Interview and assess candidates’ qualifications by following policy standards
* Establish relationships with existing and potential clients
* Present candidates to clients who meet requirements and make interview arrangements, ensuring the candidates are fully briefed on the interview arrangements
* Ensure compliance with ICAP policies/procedures, as well as with customers

**Qualifications:**

* Bachelor's degree in Business Administration, Economics or HR
* Master’s degree in HR will be an asset
* At least 2 years related experience with high volume recruitment
* Fluent in both written and verbal English
* Proficient using the Microsoft Office Suite
* Ability to manage, prioritize, organize and perform multiple work assignments without compromising quality or service

**The Company offers:**

A competitive remuneration package, along with excellent opportunities for professional growth and advancement within a leading services organization with ambitious growth plans.

All information received will be treated with strict confidentiality.