



RECRUITMENT OFFICER

Posted by: 1982635 ALBERTA LTD

Posting date: 08-Mar-2024 **Closing date:** 28-Mar-2024

Education: BACHELOR'S DEGREE IN ANY FIELD

Language: ENGLISH

Job location: Edmonton

Salary: \$31 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 2

Job Type: Full Time

Job id: CAJ3223706

Expired

Job description:

Responsibilities

- Identify current and prospective staffing requirements
- Collect and screen applicants
- Advise job applicants on employment requirements and terms and conditions of employment
- Contact potential applicants to arrange interviews
- Co-ordinate and participate in selection and -examination boards to evaluate candidates
- Notify applicants of results of selection process and prepare job offers
- Advise managers and employees on staffing policies and procedures
- Organize and administer staff consultation and grievance procedures
- Provide information or services such as employee assistance, counselling and recognition programs
- Supervise personnel clerks performing filing, typing and record-keeping duties

-Recruit and hire staff

Languages : English

Education : Bachelor's degree or equivalent experience

Experience : 1 to less than 7 months

Work conditions and physical capabilities

-Fast-paced environment

-Repetitive tasks

-Attention to detail

-Personal suitability

-Efficient interpersonal skills

-Organized

-Adaptability

-Ability to multitask

Job Criteria:

Job start date : 01-05-2024

Position Type : Full time Permanent

Years of Experience Required : Entry - level

Education Required : Bachelors degree

Overnight travel : None

Vacation Time : 3 weeks / year

Job Benefits:

Health/Dental Benefits, Life and/or Disability Insurance

Company Profile:

Speedlogistics is a leading logistics company specializing in providing flatbed load services for transportation from Canada to the USA. With our extensive network and experience in the industry, we offer reliable and efficient transportation solutions tailored to meet the unique needs of our clients. Our team of professionals ensures seamless coordination and timely delivery of shipments, ensuring customer satisfaction every step of the way. Whether it's for large-scale commercial operations or smaller businesses, we prioritize safety, reliability, and cost-effectiveness in all our services. Partner with us for your flatbed transportation needs and experience the difference in quality and efficiency that sets us apart in the logistics industry.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: recruiter.speedlogistics@gmail.com

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