Recruitment Researcher

Recent University Grad living in Greater Winnipeg Area? Entry level opportunity in HR field!

What’s in it for you?
- Opportunity to work in highly respected Recruitment and Management Consulting firm
- 3 weeks of vacation plus a week between Christmas and New Years
- Flex hours and flex working arrangement (home or office)
- Opportunity to develop recruiting and research skills
- Independence, balanced with accountability
- Development, coaching and mentoring
- Regular access to senior executives
- Build your professional network
- Private office available

What attributes are we seeking?
- Creative (ideas)
- Diligent and conscientious
- Results and detail-oriented
- Comfortable dealing with people
- Investigative, curious, and perseverant
- Exceptional communication skills – writing and verbal
- Driven by accuracy, common sense, and continuous improvement
- Independent with the maturity and wisdom to understand limitations
- Collaborative team player with strong interpersonal relationship skills

Requirements
- Post Secondary degree or Diploma, ideally in HR, Business, Social Science or Communications
- Experience in customer service focused industry
- Dedicated work/study space at home and access to phone and internet

Responsibilities include:
- Gain a clear understanding of client requirements and develop sourcing strategies, criteria, and recruitment support material
- Research to locate potential candidates, effectively utilizing internet, directories, and databases
- Develop networks, establish research contacts and referrals
- Participate in screening and interviewing activities
- Generate reports and associated administrative material as pertains to projects

About Us
Since 1981, Harris Leadership Strategies (HLS) has been one of Manitoba’s premier Executive Search, Career Management and Human Resource Consulting practices. HLS is client focused and distinguishes itself through customer service, diligence, collaboration, innovation, and integrity. HLS provides services in the areas of Executive Search, Career Management and Transition, Organizational & HR Strategies, Leadership Development and Coaching, Psychometric Assessments and Interim Executive Contracting.

To apply send a resume and cover letter to Jen Sklar at jen@harrisleadership.com stating Recruitment Researcher in email subject line and quoting project #40104