



ADAPTABILITIES
CREATING SUCCESS FOR LIFE

AdaptAbilities is a registered charity that provides an essential service to individuals with special needs and their families. Our unique programs promote positive self-care and well-being, empowering individuals to grow, succeed and belong. We are looking for dedicated professionals who share this vision to join our team. This is an opportunity to make a difference, supporting individuals to be a part of their community.

Recruiter

Purpose

AdaptAbilities is seeking an enthusiastic individual to fulfill the role of Recruiter. This position is responsible to conduct all full cycle recruitment of employees and volunteers. The individual must be well organized, flexible and enjoy the challenges of working within a fast-paced environment.

Key Functions

- Search for recruiting avenues to source and recruit qualified candidates to fill short- and long-term positions utilizing existing resume databases, employee referral program, career fairs and networking
- Partner with the Human Resources Manager to develop an in-depth understanding of resourcing needs to enable targeting of top talent to meet organizational requirements
- Screen, interview and offer/onboard candidates in collaboration with the hiring manager
- Conduct background and reference checks
- Post and maintain job postings on AdaptAbilities' website and other relevant job sites
- Manage applicant process including ensuring all required paperwork is completed and applicant files are maintained
- Develop and manage recruiting reports and KPIs
- Coordinate and participate in career fairs and other networking events as needed
- Prepare resume acknowledgment and interview follow-up correspondence to candidates
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Qualifications

- Bachelor's degree in business, human resources, or relevant field
- 2-3 years of experience of full cycle of recruiting, including experience recruiting in the non-profit sector
- Knowledgeable with Google suite, Microsoft Office, Applicant Tracking systems
- Strong experience building candidate pipelines and building innovative sourcing strategies
- Effective verbal and written communication skills
- Excellent interpersonal skills and the ability to build relationships with candidates, team members and hiring managers.
- Able to work in a fast paced environment, must be able to multi-task and comfortable working in teams
- Clear Police Information Check and Intervention Record Check

Working Conditions

This full time position is a 12 month contract with possibility of extension and is based out of our Head Office. Offices hours are Monday to Friday 8:00 am to 4:30 pm.

Compensation Package

AdaptAbilities offers a competitive salary and an attractive health and dental benefit package, paid personal days, RRSP matching and a health spending account. Professional development supported. AdaptAbilities is working to be an employer of choice.

Application Deadline: June 19, 2019

E-mail resume quoting position title in the subject line to: employment@adaptabilities.ca

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