**Liberty Staffing Services Inc.   
Junior Client Care Specialist  
Woodstock, Ontario**

Do you find it rewarding helping people? Are you passionate about great customer service? If this describes you, then a Junior Client Care Specialist role at Liberty Staffing would be perfect for you! We’re hiring for our branch in Woodstock, Ontario.

Liberty Staffing is an award-winning, independent staffing agency first established in 1999. We have 10 branch locations across Ontario.

**Perks of the Position:**

* Competitive salary, bonus incentives
* Health benefits
* Flexible schedule (Monday to Friday, 7am to 4pm or 8am to 5pm)
* Great training program, with a supportive team
* Great opportunity for career growth within the company
* Rewarding career, in which you’re able to help people find work and provide staffing solutions to businesses in the area

**What You’ll Be Doing:**

* You will be the liaison between job seeker and client
* Source applicants utilizing various marketing mediums
* Screen, interview, and assess each candidate that registers with Liberty Staffing to match their skills with our clients’ requirements and corporate culture
* Collect and verify payroll timesheets for accuracy
* Fulfill client orders with committed workers that are best-qualified for the positions
* Monitor and manage orders, while offering a high level of service and exceeding client expectations
* Will be required to drive to client worksites occasionally (reimbursed) to complete safety inspections and get a better understanding of the responsibilities of the job you’ll be recruiting for

**What We Need from You:**

* Experience in customer service (e.g., retail and/or call centre)
* Previous staffing/recruiting experience is preferred, but not necessary
* Reliable transportation and valid driver’s licence
* Multitasking, time-management, and problem-solving skills

Join our team today! Please send your resume to Ashley at: [ashleym@libertystaffing.ca](mailto:ashleym@libertystaffing.ca)

In your email, please state the position that you are applying for.

*Liberty Staffing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To request an accommodation, please contact Liberty Staffing Services.*