**Liberty Staffing Services Inc.  
Recruitment Administrative Clerk  
London, ON**

Do you find it rewarding to help people? Are you passionate about great customer service? If this describes you, then a Recruitment Administrative Clerk role at Liberty Staffing would be perfect for you!

As a Recruitment Administrative Clerk, you will be assisting candidates in finding office positions, be the assistant to our Office Recruitment Specialist, and act as a point of contact for our clients.

**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
* Great potential for career growth within the company
* Work with a fun, supportive, and positive team

**What You’ll Be Doing:**

* Working with and reporting directly to the Office Recruitment Specialist
* Set up candidates with our application in the office or over the phone
* Schedule interviews in-person and/or over the phone
* Monitor applicants in the testing area
* Score all applicant testing that is completed
* Write and post job advertisements
* Screen and review incoming resumes
* Conduct pre-screen interviews in-person or over the phone
* Complete candidate reference checks
* Enter candidate data accurately and promptly into our recruiting database
* Maintain client and applicant files accurately and in an organized way
* Following up with candidates who have been placed by Liberty Staffing
* Handling and setting up job fairs, open house recruiting initiatives, and client presentations
* Working with Business Development Representatives on quote letters for potential clients
* General office housekeeping, including: ordering supplies, restocking supplies, faxing, and printing and photocopying documents
* May be required to travel to other Liberty Staffing branches to assist with coverage during summer vacation months

**What We Need from You:**

* Customer service experience required
* College diploma (in an administrative or recruiting field preferably)

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

Thank you to all who apply. Only selected candidates will be contacted for this position.

*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.*