**Registration Coordinator/Junior Client Care Specialist  
Liberty Staffing Services Inc.  
Brampton, ON**

We're hiring a Registration Coordinator/Junior Client Care Specialist for our Brampton office! This is an internal role with Liberty Staffing. This role involves helping people find work, and providing staffing solutions to businesses in the area. If you are a people-person, and are passionate about great customer service, we're looking for you!   
  
The Registration Coordinator/Junior Client Care Specialist role is geared towards junior candidates who would like to grow within a role. Our ultimate goal is for you to move into a Client Care Specialist position.   
  
**Why You Should Apply with Us:**

* Competitive salary, bonus incentives, and benefits
* Great opportunity for career growth within the company
* Open workspace, friendly atmosphere, and a great team to work with
* Company functions/celebrations

**Responsibilities:**

* Greeting, scheduling, and setting up job seekers for registration with Liberty Staffing, over the phone and in person
* Screen, interview, and assess each candidate that registers with Liberty Staffing to match their skills with our clients’ needs
* Scoring/coaching all applicant testing
* Answering a multi-line phone system
* Entering job seeker information into our recruiting database
* Maintaining an organized filing system
* Collect and verify payroll timesheets for accuracy
* Fulfill client orders with committed workers that are best-qualified for the particular positions
* Monitor and manage orders, while offering a high level of service and exceeding client expectations

**Qualifications:**

* Experience in customer service (e.g., retail and/or call centre)
* Ability to multitask
* Good attention to detail
* Able to work well in a team-oriented environment
* Good sense of time-management and be flexible with assigned duties
* Have an eagerness to learn and not be afraid to ask questions

Apply with us 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.*