

What's in it for you?

- Meaningful position within the HR spectrum
- Professional development opportunities; great networking advantages; work daily with senior executives
- Flex work hours; 3 weeks' vacation plus week between Christmas and New Years
- Office with a window and nice view

We are seeking someone who *ideally*:

- Is very comfortable dealing with people (could possibly have sales experience)
- Is creative and has excellent writing skills (could possibly have some volunteer marketing experience)
- Is computer savvy (great keyboarding and research skills; comfortable with social media)
- Is hardworking, professional, friendly and ethical

The Organization:

For over 30 years, **Harris Leadership Strategies** has been one of Manitoba's premier Executive Search, Career Management and Human Resource Consulting practices. If you are seeking an organization that:

- Is client-focused;
- Hires and rewards exceptional talent; and
- Distinguishes itself by collaboration, innovation and integrity;

then consider this opportunity to join us. 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.

The Opportunity:

Located in Winnipeg, Harris Leadership Strategies provides retained search services. We have an immediate requirement for a **Recruitment Specialist (Researcher)** to fulfill research and candidate sourcing functions. Under the guidance of an executive search consultant, the Recruitment Specialist will become knowledgeable about specific client organizations, industries and position requirements. The Recruitment Specialist is responsible for targeted recruiting, to source both active and passive candidates.

We seek a professional, high-energy and dependable individual who can multi-task, prioritize, meet stringent timelines and pay careful attention to details. Preference will be given to an experienced individual with strong computer skills and a dependable track record. The successful candidate will be able to work independently or as part of an integrated team, is highly organized and shows initiative. Confidentiality, pleasant demeanor, good interpersonal and communications skills are essential.

Responsibilities include:

- Develop a clear understanding of client requirements
- Develop sourcing strategies, criteria and recruitment support material
- Research to locate potential candidates
- Effectively utilize internet, directories and databases
- Develop networks, establish research contacts and referrals
- Internet, library and association research
- Mining for information on line and over the phone
- Participate in screening and interviewing activities
- Generate reports and associated administrative material as pertains to projects
- Provide support to Consultants and fellow researches as required.

To apply, email resume and 1 page cover letter to Alora@harrisleadership.com quoting project # 18121.