

## Recruiter

FRPD is growing and we are looking for a service-oriented Recruiter to recruit top talent for our niche marine construction and dredging company. You will work with Human Resources and our Hiring Managers to support our hiring needs by sourcing, recruiting, and bringing in great talent to our award winning team. You will have an opportunity to use your creativity and problem-solving to help create effective recruitment strategies.

Responsibilities include but are not limited to:

### Key Responsibilities:

- Help build the FRPD recruitment brand, attend job fairs, and research recruitment opportunities and approaches to expand our candidate reach
- Source, screen, and interview candidates, ensuring that the potential employee meets both job requirements and cultural fit
- Execute on recruitment plans for various departments
- Manage the interview and feedback processes
- Effectively communicate the opportunity and value proposition
- Ensure recruitment activities are carried out in compliance with Canadian law
- Perform other special projects or duties as assigned

### Experience needed:

- Proven ability to establish and maintain effective working relationships
- 3+ years of full cycle recruitment experience
- 3+ years of experience working and communicating with Hiring Managers directly throughout the recruitment process
- 3+ years of experience conducting behavioural based interviews
- Experience recruiting within a similar industry would be preferred

### Required Skill & Qualifications:

- Demonstrated ability to work under pressure, meet tight deadlines and effectively handle changing priorities
- Strong user of LinkedIn and other online resources
- Ability to operate with very high levels of customer service, integrity and confidentiality
- Strong problem solving, organizational and multi-tasking skills
- Excellent oral and written communication skills
- Completion of Grade 12 plus post-secondary education in Human Resources or a related discipline, or an equivalent combination of education/training and experience
- Comprehensive computer skills

**If you are a team-player who takes pride in the quality of your work, submit now to:**

[careers@frpd.com](mailto:careers@frpd.com) (please state job title in email subject line)

*We thank all applicants for their interest; however only those selected for an interview will be contacted.*