

THE COMPANY

We Recruit. It's that simple. Every day we meet with candidates to find the best local talent in the market. Through an understanding of our clients business, we turn today's talent into tomorrow's success.

With operations in Nova Scotia, New Brunswick and Newfoundland, Integrated Staffing Limited is excited to say our business is expanding to Prince Edward Island! To see the growth of our temporary and permanent recruitment business flourish, we are seeking a competent, outgoing, and driven **Staffing Coordinator** in Charlottetown, PE. The **Staffing Coordinator** will build strong relationships with candidates and clients to establish and enhance long-term partnerships throughout PEI. We see the potential for growth and the wealth of opportunities packed into one tiny island, and we hope you do as well.

THE JOB

You will serve as the first impression for our candidates and clients providing them with fast, high quality service. You are a natural networker, building strong relationships with current and potential clients while continuously prospecting temporary and permanent recruitment opportunities. Cold calling, meetings, and networking opportunities are key components of this role to continually building your pipeline. You are committed to building up the business and will assist in the development of annual sales goals and have a drive to ensure targets are achieved. This role requires someone comfortable switching gears to source candidates when necessary and support recruitment efforts as we increase our footprint throughout PEI. Our clients don't always operate between the hours of 9am-5pm Monday to Friday so it is important to note that some support outside traditional business hours may be requires as necessary.

THE IDEAL CANDIDATE:

If you are the right person for this role, you have worked in a sales-metrics focused company for 2 to 4+ years where making calls and site visits were standard. You bring previous Account Management or Recruitment experience, with exceptional interpersonal and communication skills. Additional skills and competencies include:

- Goal oriented, strong follow-up and multi-tasking skills;
- Dedicated, innovative, and driven to succeed;
- Natural networker and active in your community;
- Work independently, stay organized, and contribute to a team setting;
- Proficient in Microsoft programs;
- Previous recruitment experience is an asset.

WHY YOU SHOULD APPLY:

We offer a competitive base salary, bonuses and the opportunity to earn additional commission based on successful placements. We also offer a company laptop and cell phone in addition to comprehensive health and dental benefits. Additionally, ISL provides career growth opportunities in a positive, entrepreneurial environment.

HOW TO APPLY:

Please forward a copy of your resume to resumes@integratedstaffing.ca and we will do our best to respond as soon as possible. Please note that due to the number of applicants we receive, it may not be possible to respond to everyone who applies.