

Recruiting Manager

Job ID
40295

Yochana IT Solutions Inc

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LOCATION	DATE POSTED	EXPIRY DATE	
12 Elliot Street, Windsor, ON Ontario	06-06-2026	03-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 57.69/ hour	3 years to less than 5 years	Bachelor's degree

Job Details

Job Title: Recruiting Manager

Employer Name: Yochana IT Solutions Inc

Job details

Location of work: 12 Elliot Street, Windsor, ON N9A 1C2

Salary: \$57.69/ hour

Vacancies: 1 vacancy

Employment groups: Youth, Veterans of the Canadian Armed Forces, Visible minorities, Persons with disabilities, Indigenous people, Newcomers to Canada, and Seniors are welcome

Terms of employment: Permanent employment, Full-time: 30 hours/week

Start date: As soon as possible

Employment conditions: Early Morning, Night, Day, Morning, Evening, Weekend

Job Requirements

Languages: English

Education: Bachelor’s degree in Human Resources Management, Business Administration, Commerce, or a related field is required.

Experience: Minimum of 3 years of experience in a recruiting supervisory/managerial role is required.

On-site: Work must be completed at the physical location. There is no option to work remotely.

Tasks/ Job Duties: Plan, organize, direct, and evaluate the daily operations of the recruitment and staffing department; Coordinate and supervise recruitment consultants, HR personnel, and administrative staff; Coach, train, motivate, and evaluate recruitment staff; Develop and oversee recruitment strategies to attract and place qualified professionals across various industries; Manage recruitment and selection processes, including workforce planning, candidate sourcing, screening, interviewing, and placement; Monitor recruitment performance, service delivery, and operational efficiency, and implement process improvements; Oversee the classification and evaluation of positions to support recruitment planning and client requirements; Manage training and professional development programs for recruitment staff; Analyze recruitment metrics, workforce data, and labour market trends to support business planning; Prepare and review recruitment, staffing, and operational reports for senior management; Advise senior management on workforce planning, recruitment needs, hiring trends, and talent acquisition strategies; Respond to recruitment-related inquiries, client concerns, and service issues; Liaise with senior management, clients, business partners, and external stakeholders on recruitment initiatives; Develop and implement communication strategies related to recruitment and staffing operations; Conduct employee performance reviews and provide coaching and performance feedback; Ensure compliance with

company policies, employment legislation, and industry best practices.

Computer and technology knowledge: MS Word, MS Excel, MS Outlook, MS PowerPoint, MS Windows, HR Information systems, electronic scheduling tools, email systems.

Work conditions and physical capabilities: Fast-paced environment; Attention to detail; Tight deadlines; Work under pressure

Personal Suitability: Excellent oral communication; Strong communication skills (oral and written), organized, team-oriented, accountable, able to manage confidential information professionally.

Who can apply to this job: Only apply to this job if you are a Canadian citizen or a permanent resident of Canada or you have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

How to apply: Please submit resume via Direct Apply feature on Job Bank or send your resume by email to yochana.hiring@gmail.com

Do not call the office. Only shortlisted candidates will be contacted.