GARDAWORLD
Careers

Recruitment Assistant

Reference	1451379400
Work locations	Hamilton (Ontario, Canada) · Burlington (Ontario, Canada)
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Join GardaWorld. Make a difference!

At GardaWorld, we don’t just fill roles. We empower people.

We are looking for a recruitment assistant that is organized, proactive, people-centred professional to support our talent development team and contribute to operational excellence.

If you are organized, run by the service and like to be at the centre of coordination and communication, this is an opportunity to contribute to meaningful work in an essential industry.

Schedule- Monday to Wednesday 09:00 am - 05:00 pm

Location- 444 Seaman Street, Hamilton

What's in there for you?

- The typical range of hirings for this position is from $19/h to $22/h and is specific to candidates in this location. The salary will be determined based on your knowledge, skills and skills, and you will have the opportunity to grow after you join!
- 2 weeks of paid vacation
- Full medical and dental benefits
- Continuous training and development
- On-site cafeteria, access to the gym and free parking (Montreal office)

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Recruitment Assisstant Responsibilities

- Provide administrative and operational support to internal teams
- Coordinate calendars, meetings and communications
- Maintain accurate system records, documentation and updates
- Respond to internal and external enquiries in a professional and timely manner
- Collaborate with interfunctional teams (Operations, Talent Acquisition, Payroll, etc.)
- Support for on-board activities, compliance documentation and reporting
- Identify opportunities for improving processes and increasing efficiency
- Ensure the confidentiality and accuracy of all administrative tasks

Recruitment Assitant Qualifications

- 1 year of experience in an administrative, coordination or support role is an asset
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- High attention to detail and accuracy
- Ability to manage multiple priorities in a fast-paced environment

This assignment is for a position currently vacant within the organization.

If you are interested in the job but your expectations do not fully match the range provided, we always encourage you to apply!. Considerations can be made based on your level of experience.

Interested in recruiting Assistant role? Apply now!

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Search for reference 1451379400 on the Canadian GardaWorld careers portal.

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