

MANNARINO®

TECHNICAL RECRUITER

Corporate Description

MANNARINO Systems & Software Inc. is a leader in providing safety-critical systems & software engineering services to the aerospace, defense, space, simulation & power generation industries. We work with many of the top players within their industries giving our employees exposure to the most interesting and challenging development projects. This stimulating and invigorating working environment allows our team to be at the technological forefront constantly broadening their expertise and honing their skillset to fulfill the ever-growing global high-tech market needs.

The MANNARINO culture is focused on high quality, hard work, professionalism and team work within a highly respectful, motivating atmosphere geared towards long-term business growth.

As a member of our team, you will benefit from:

- a comprehensive group insurance and RRSP plan
- a flextime policy with paid overtime
- discretionary bonuses
- a fitness reimbursement program
- other office perks such as catered weekly lunches and free hot beverages (espresso, coffee, hot chocolate and tea)
- regular company outings.

MANNARINO is a privately-held Small & Medium Size Enterprise (SME) and was recently awarded the [AIAC's Innovation Technology Award](#)

Career Opportunity and Primary Roles / Responsibilities

- Participate in the ongoing development of creative recruitment sourcing strategies for current and future internal/external needs with a strong focus on recruitment of engineering personnel
- Proactively conduct research and investigate new ideas to find passive candidates through a variety of methods including complex internet searches, social and professional networking groups, competitor research, and the development of positive relationships with existing candidates
- Develop an ongoing pipeline of prospective candidates for assigned positions with a focus on engineering/technical positions
- Identify and submit qualified candidates to hiring manager based on the job description
- Recommend and put in place a strategy and tools for tracking sourcing information and provide periodic metric reports of the effectiveness of the sourcing strategies
- Based on the agreed strategy and tools, track sourcing information including source of candidates and search strings executed; input candidate information, resumes, interview notes and assessment results, and provide candidate submittal data to be managed against established metrics
- Posting of job openings and manage recruitment websites
- Work in collaboration with company senior staff and external clients to help fulfill recruitment needs
- Initiate and maintain relationships with universities and attend career fairs as needed.
- Manage and participate in various recruitment/HR projects associated with talent acquisition and employer branding

- Contribute to the improvement of company recruitment processes by maximizing research skills and professional network(s)
- Act as support to HR Coordinator during peak periods
- Assist in planning/coordination of company activities as needed
- Enrich and promote MANNARINO's brand through LinkedIn on a regular basis
- Encourage and engage staff in referring their contacts for open positions
- Optimize the recruitment budget in a cost-effective manner
- Assist and initiate process recruitment efficiencies

The chosen candidate will be persuasive, adaptable, and creative with proven leadership and communication skills and excellent decision making and judgement attributes to succeed in a collaborative environment. The candidate will be expected to work in minimal supervision as part of a small team.

Required Education/Professional Experience

- Bachelor's degree in Human Resources or equivalent professional experience
- 5 or more years of experience in corporate recruiting
- Experience working in an engineering/technical environment
- Experience in a recruitment firm would be an asset
- Technical recruitment certification(s) an asset

Competencies

- Able to work under pressure and on multiple files
- Autonomous with excellent planning and organization skills
- Skilled in various methods of creative internet sourcing
- Ability to analyze and evaluate job descriptions, skills needed and other information to determine courses of action
- Knowledge of recruitment tools/sites and ease in integrating social media into the recruitment process
- Technical knowledge and ability to understand and explain job requirements
- Familiar with skills-based interview techniques and very strong knowledge of innovative recruitment practices
- Skilled in prescreening methods to determine if candidates are a fit for a defined position
- Ability to communicate effectively in English and French (oral and written)
- Must be eligible to work in Canada

At Mannarino, we believe that passion and a desire to learn is crucial. Diversity of thought and experiences leads to innovative solutions and creativity. This is why we would like to encourage all those interested to apply.

Please submit your application by

E-mail: rh@mss.ca

*We are an equal opportunity employer.
All applicants will be held in strictest confidence.
Only those selected for interview will be contacted.*
