

Seccuris, an international information assurance company headquartered in Canada, provides clients with security and risk management consulting services, managed security services, security solution integration, and education services. Seccuris also maintains an active research and development portfolio, working collaboratively with organizations across Canada and internationally. Through our commitment to quality, research, and knowledge transfer, Seccuris delivers innovative and comprehensive information assurance services and solutions that provide value to our clients.

A challenging opportunity is currently available at Seccuris:

Corporate Recruiter (#2011-0023)

Note: This position is 0.6 FTE for a four month term, with potential for expansion and extension.

Summary

Reporting to the Chief Financial Officer and Director, Corporate Services, the Corporate Recruiter is responsible for provision of staffing services to Seccuris, delivering high quality professional candidates, advancing the Seccuris brand across numerous markets and professional communities, as well as guiding candidates through the selection process.

This individual will perform full lifecycle recruiting and maintain excellent relations with hiring managers, candidates, and the community at-large. Creativity, recruiting vision, business understanding, and personal organization are required.

Responsibilities

- Write complete and detailed search assignments, ensuring an understanding of job duties, responsibilities, and business requirements
- Develop and maintain strong working relationships with vendors, community organizations, and other team members to create partnerships that yield success, predictable results, and credibility
- Develop and maintain a network of contacts to help identify and source qualified candidates
- Leverage online recruiting resources and other sources to identify and recruit the very best candidates
- Create and foster relationships with colleges and professional organizations to attract and recruit alumni and diverse candidates
- Review resumes and credentials for appropriate skills, experience, and knowledge in relation to the requirements of a position
- Provide complete, accurate, and inspiring information to candidates about the company and available positions
- Create and present prescreening questions to hiring managers for collaboration and approval
- Manage and coordinate communication with candidates, with assistance from the HR Analyst
- Prescreen candidates presented for detailed interviewing by hiring managers, including the use of behavioural-based interviewing methodologies, as approved by the Director
- Advise the HR Analyst of acceptable candidates and hand off for scheduling and logistics of candidate interviews with hiring managers
- Prepare candidates for interviewing by providing detailed information on the company, our business strategy, department background, job descriptions, and expectations

- Organize and document post-interview debriefs/feedback and post-mortems with interview teams and candidates
- Prepare accurate and well-ordered documentation on all candidates, searches, hiring manager interactions, and other recruiting activities for hand off to the HR Analyst to ensure that records are stored per Seccuris policy and available for audit
- Use effective communication approaches that include actively keeping others informed, appropriately expressing ideas (verbally and written), and timeliness
- Work cooperatively with all members of the Seccuris team assigned to develop and implement staffing plans and activities
- Visit hiring-manager departments to develop a thorough understanding of the department culture and use the knowledge gained to help candidates fully understand opportunities
- Assist in the development of ongoing creative and cost-effective sourcing strategies
- Develop an effective pipeline of key talent potentially available for immediate hire as succession planning needs dictate
- Stay informed of trends and innovative recruiting techniques to be competitive in state-of-the-art recruiting practices
- Collaborate with the HR Analyst and Chief Financial Officer and Director, Corporate Services

Desired Qualifications

- Minimum five years experience in full lifecycle recruiting, preferably in the IT security industry
- An expert level of knowledge in all full lifecycle recruiting components including, but not limited to, sourcing, qualifying, networking, assessing, legal, job analysis, wage and salary trends, relationship management, and due diligence
- B.S. in Human Resources, Communications, Marketing, or related discipline
- Must be able to manage competing demands and accept criticism and constructive feedback, while being extremely adaptable and flexible
- Excellent project management, written, and oral communication skills are required
- Able to identify and present new recruiting concepts
- Able to build search assignment abstracts from client engagement discussions and forms
- Proven ability to recruit for a broad range of positions
- Demonstrated ability to function and recruit at a national, multi-location level
- Able to travel as required
- Able to handle sensitive and confidential information appropriately
- Strong initiative, as well as solid judgment abilities and skills
- Intermediate knowledge of the Microsoft Office Suite of applications and the use of email
- Must have expertise and experience in mining online database and the use of other online (internet) tools
- Must have the ability to quickly learn systems, processes, and procedures
- Must be able to quickly integrate technical information and build solutions with the optimal balance of meeting business needs, beating competitors, and operating within financial resource constraints

Qualified candidates are invited to forward their resume, with references and a covering letter via email to: careers@securis.com

Only candidates being considered for the role will be contacted.

All candidates will be required to complete security clearance and background checks.

Candidates under consideration may be required to complete a written knowledge examination prior to an interview.