

Adminstrator (Human Resources / Recruiting)

Commissionaires Ottawa is a not-for-profit organization - one of Ottawa's largest private sector employers. We employ over 3,500 people as the foremost provider of security services to government and commercial clients in the Greater Ottawa Area, Northern Ontario and Western Quebec.

Our Recruiting Department is a key contributor to our successful business operations and is in search of a dynamic individual to fill an essential support role on our growing team.

The incumbent will be required to provide a level of administrative support and assistance that exceeds our internal clients' expectations in the areas of security clearance and license processing (Ontario and Quebec) as well as representing our organization in a welcoming, professional manner as part of the Recruiting team.

PRIMARY RESPONSIBILITIES INCLUDE:

1. SECURITY (75%)
 - Providing information, guidance and assistance to candidates and employees in order to ensure understanding and compliance with requirements
 - Auditing and validating all process documents including data entry of information to internal and external collection systems
 - Monitoring clearance / license approval status, issuing notifications, letters and certificates
 - Monitoring integrity of data and providing status reports on a regular and ad hoc basis
2. RECRUITING (25%)
 - Greeting and welcoming potential applicants including explaining and administering pre-screening tests, processing documents for qualified candidates and making recommendations for processing priority
 - Participating in outreach recruiting events and programs directed to veteran and non-veteran populations (e.g. Career Fairs, SCANs, Reserve Unit visits etc.)

REQUIREMENTS

Language

- Speak, read and write fluently in English *and* in French

Security Clearance

- Reliable *or* able to acquire within 3 months after nomination

Education

- Diploma or Certificate in Business or Administration or equivalent experience

• Experience

- Administration
- Personnel Screening Data Collection Automation System (PSDCA) operated by PWGSC
- Ontario Guard Licenses administered by the Ontario Ministry of Public Safety and Correctional Services

Computer Skills: Level - Intermediate to Advanced

- Significant experience with the Microsoft Office Suite using Excel, Word, PowerPoint, Outlook (emails, tasking, contact information)
- Experience with HRIS (any)
- Internet / Web (research, site access)

Communications/Presentation Skills

- Professional presentation, including dress and deportment (*the position requires the wearing of uniform*)
- Superior Client Support abilities

Personal Suitability

- Ability to work collaboratively as a member of a team in a high tempo environment with sometimes changing and / or conflicting priorities
- Well organised, with a high level of attention to detail
- Excellent oral communication skills including ease with public speaking in one-on-one and group settings
- Reliable and mature, possessing sound evaluation, judgement and decision making skills
- A demonstrated history of diplomacy, discretion, courtesy and maturity in dealing with supervisors, clients, peers and members of the public concerning sensitive personal issues

We provide a full range of employee benefits including Health and Dental insurance, a probationary salary of \$30,452 annually plus opportunities for long-term growth. If you would enjoy working with our team of committed professionals, please fax (613-231-6841), e-mail (applications@commissionaire-ottawa.on.ca) or mail (24 Colonnade Rd, Ottawa, ON, K2E 7J6) your résumé detailing your relevant background before Thursday September 10, 2009

Nota

In accordance with our mandate, applicants with service in the Canadian Forces or RCMP will be given preference; however, all qualified applicants will be considered.