

About DBPC Group of Companies Ltd.

DBPC is a trusted provider of business and financial services, office support and staffing solutions. Our recruitment division provides permanent and contract staffing at entry, intermediate and executive levels. Our clients range from start-up businesses, who are expanding their workforce to established companies with increasing staffing needs. We ensure the right candidates are placed in the appropriate roles while cultivating great teams. We also offer career coaching and resume writing services to empower and equip individuals for the next stage of their life.

As an employer, we aim to:

- Enhance the professional development of our employees
- Provide equal employment opportunities to all individuals
- Promote diversity in our industry and corporate culture
- Contribute to our communities at large

DBPC has acknowledged and embraced diversity to better utilize lucrative networks and markets on the local level. This has resulted in an immense boost in our organization's creativity, and future innovation. Tapping in this market has allowed us to explore the remarkable talents of many people from all walks of life and experience the benefits of being a part of a team of diverse individuals.

Join our team and enhance your talents today!

**DBPC is an Equal Opportunity Employer and will provide equal employment opportunity without regards to race, colour, ethnic background, creed, sex, age, religion, marital status, family status and disability. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

Recruitment Sales Supervisor

We are currently seeking a highly driven Recruitment Sales Supervisor with a proven track record of relationship building and business development within a recruitment agency to oversee our recruitment department.

Responsibilities include (but are not limited to):

- Prospect and build relationships with key decision makers to establish new accounts and manage existing accounts
- Call and/or meet with clients in person to introduce our services and perform job intake meetings and close sales
- Generate and manage a lead pipeline of potential clients
- Communicate position requirements with staffing department to ensure thorough understanding of job orders
- Make sure that candidates referred to clients meet the specifications required for the position and that compelling candidate summaries are communicated to clients
- Ensure that client deadlines are met and that all required contracts and documentation are completed
- Oversee the overall operations of the Recruitment department

Requirements:

- 1 to 3 years of similar experience within a recruitment agency
- A degree or diploma Business Administration, Human Resources Management, or a related field
- Target driven with a proven track record of achieving and exceeding sales targets
- Personable and professional demeanor with the ability to build and develop positive relationships
- Team player with excellent communication skills
- Exceptional understanding of Microsoft Word, Excel, PowerPoint and Outlook
- Comprehension of current the Employment Standards Act and regulations regarding the recruitment and selection process
- Ability to maintain strict confidentiality and professionalism regarding all information processed within the department

Job Type: Full-time

Salary: Negotiable

Job Location: Toronto, ON