



As the Talent Acquisition Specialist, you will play an integral part of Moose Knuckles' international growth. Reporting to the Global Director of Talent and Recruitment, you will be responsible for full cycle recruitment of assigned roles and participate in the hiring and onboarding of top talent for the global head office, regional offices, and retail positions.

Some of What You'll Do:

- Contribute to intake meetings with managers and department heads
- Participate in drafting and posting job descriptions
- Source and screen candidates
- Conduct pre-interviews and interviews
- Manage applications and record data
- Schedule interviews
- Communicate feedback to candidates
- Extend verbal offer and draft contracts
- Process background checks and perform reference checks
- Prepare and manage onboarding process
- Support director in day-to-day
- Participate in special projects as needed

Some of What You Need:

- 1 to 2 years of experience in a Talent Acquisition or Recruitment role
- Experience in the fashion industry an asset
- Excellent verbal and written communication skills
- Bilingualism (English/French) preferred

Some of Who You Are:

- Excellent multitasking skills
- Detail oriented and very organized, able to handle multiple projects at once
- Dynamic and loves working with people
- A self-starter who is resourceful with creative problem-solving skills