



***Title: Recruiting Coordinator***

***Location: Denver, CO***

***About our Company:***

Cologix provides network and cloud neutral interconnection and colocation services in highly strategic and densely connected data centers. We enable customers to scale their businesses rapidly and cost-effectively by delivering flexible space, reliable power, and dense cloud and network connectivity to customers in the carrier, cloud, content delivery, media, financial services and enterprise communities. Our customers have direct access to our local operations teams which result in strong partnerships backed by exceptional operational support and unparalleled customer service. With 29 Data centers in the United States and Canada, Cologix offers space, power, cooling, cross-connects and physical security for its customers. We are headquartered in Denver, Colorado and have data centers in Columbus (3), Dallas (2), Jacksonville (2), Lakeland (1), Minneapolis (3), Montreal (10), New Jersey (3), Toronto (2), and Vancouver (3) where we provide local dedicated support teams for our colocation and interconnection customers. Our company is backed by one of the largest North American Infrastructure funds and we have huge growth ambitions.

***About the Position:***

As a key member of our Talent Acquisition team, you will help support the hiring needs of the entire company in collaboration with the Director of Talent. You will act as a representative and ambassador the Cologix culture and help fill critical positions across all departments. You will help provide an excellent candidate experience and work closely with hiring managers at all levels across our nine markets.

***What you do daily:***

- Source candidates using web-based recruiting methods and social media, as well as traditional means of referrals
- Schedule/Reschedule a high volume of phone interviews, onsite interviews, video interviews
- Pipeline talent and drive proactive recruitment strategies for current and future openings
- Assist with posting of jobs to various job boards
- Review resumes, conduct pre-screening interviews, and make recommendations for presentation of candidates to the business
- Assist with other Talent Acquisition and Corporate Culture programs/initiatives as needed

***What makes you a good fit: (Qualifications)***

- Minimum high school diploma or equivalent
- Minimum of 6 months recruitment support, administration and/or customer service experience
- Excellent written and oral communication skills
- Solid understanding of MS Office/Google products
- Strong organization skills
- A positive, helpful attitude
- Self-guided, motivated and detail oriented with dedicated focus on quality results/deliverables
- Ability to balance multiple priorities
- Demonstrated detail orientation with follow-through shown in previous jobs
- Quick learner
- Ability to take direction and execute a plan
- Adaptable and Flexible
- French and English language (written and verbal) preferred

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.*

***Cologix is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.***