

## **ROLE SUMMARY**

Under the direction of the Manager, Labour & Employee Relations, the Human Resources Recruiter is responsible for providing sound advice and extensive support in the area of recruitment. Provides assistance to the divisions by effectively short listing candidates and prepares interview materials and processes to facilitate optimal hiring decisions. Handles a variety of special projects and partners with other HR staff on divisional initiatives. Liaises with employees, unions, hiring managers, directors and HR advisors regarding the full-cycle of recruitment and HR generalist matters.

## **QUALIFICATIONS**

- Two year Post Secondary diploma in Business Administration specializing in human resources management or related field.
- Three years of progressive human resources and recruitment experience, preferably in a unionized environment.
- An equivalent combination of education and experience may be considered.
- Knowledge of human resources processes, procedures, and documentation.
- Proficient in the use of a Human Resources Information System (HRIS) and a related recruitment module.
- Proficient with MS Office Suites for word processing, spreadsheets, email systems and database applications.
- Accurate and detailed editing skills.

## **Major Accountabilities**

- Provides support and expertise in all aspects of the District's recruiting activities.
- Works in partnership with division hiring managers to deliver full-cycle recruitment support.
- Administers the recruitment related policy.
- Monitors and applies HR recruiting best practices.
- Reviews resumes and pre-screens applicants, prepares spreadsheet with qualifications of shortlisted candidates for competitions, schedules interviews and makes related arrangements.
- Compiles appropriate interview questions and testing methods from a database or in consultation with HR advisors, and reviews answer keys and scoring for appropriate balance as assigned.
- Participates as a member of the selection panel and check references as assigned.
- Attends career fairs and other activities within the community to raise the District's profile and actively attract potential candidates as assigned.
- Works with the HR team to enhance the overall recruitment strategy and process.
- Demonstrates proficiency with computerized office applications including HRIS.
- Provides leadership and assistance on employee recognition initiatives.
- Participates in special projects or initiatives to improve division business processes.
- Performs other related duties as required.