

## SENIOR RECRUITMENT SPECIALIST

**LOCATION: Calgary**

This client ranks as **one of Canada's Top Employers** and their vision is based on a culture where **every employee takes pride in making a difference by providing products which "feed the world"**. Each team member is empowered to grow their capacity and contribution to this vision. By working in partnership with all stakeholders, team and community members, in a collaborative, transparent and committed effort the Team delivers consistent quality products and business results.

In this professional role, you are **a member of a professional team** - Talent Acquisition Centre of Excellence (COE) located in Calgary, responsible for all aspects of the recruitment process including sourcing and selecting candidates for the Wholesale Business Unit.

**ACCOUNTABILITIES: Utilize recruitment strategies identified by Centre of Excellence (COE) and participate in the development of new initiatives and approaches for the Talent acquisition group including but not limited to:**

- Employee referrals
- Social and business networking
- Candidate Pipelining activities
- Directed Sourcing initiatives
- Source and interview list of prospective candidates for immediate and potential future hires.
- Complete recruiting process including screen resumes of potential candidates, complete telephone interviews, face-to-face interviews and coordinate interviews for hiring managers.
- Complete offer process including background checks, offer letters and communication to hiring manager of successful candidate.
- Maintain a consistently high placement rate through solid understanding of customer needs.
- Maintain the recruitment database of candidate profiles.
- Establish and document strategies/guidelines and tools on how to best source candidates and market the company.
- Manage and maintain recruiting/sourcing and applicant tracking systems and tools.
- Use reporting functions to report and analyze results/effectiveness of recruiting, sourcing programs.
- Communicate and educate the hiring managers on the recruitment process, act as the trusted advisor for process changes and recruitment best practices.
- Prepare monthly/weekly recruitment reports for the leadership team
- Provide feedback to hiring manager on market conditions, competitive human resource landscape and effectiveness of recruitment strategies for the company.
- Able to act as a change agent, and facilitate changes in recruitment processes with hiring managers and senior management team, ensuring the adoption of new recruitment processes while still delivering upon a high quality of work.
- Act as the trusted advisor to hiring managers in the assessment and qualification of candidates
- Manage relationships with Candidate alumnus and manage external candidate brand identity in conjunction with COE
- Attend recruitment events, job fairs to introduce the organization to potential applicants.

### KNOWLEDGE/SKILLS

- Excellent communication skills, both verbal and written.

- Experience working with Applicant Tracking systems.
- Ability to apply behavioral interviewing techniques.
- Excellent interpersonal skills and the ability to listen effectively.
- Outstanding customer service skills.
- Strong organizational and time management skills with the ability to multi-task and work effectively under pressure.
- Ability to adapt to changing company-wide recruitment needs, adjust pace of work, and tolerate ambiguity.
- Proven ability to facilitate change and manage the change process.
- Ability to manage multiple projects simultaneously.
- Ability to work closely with others as part of a team while being able to take full responsibility for a task.
- Ability to travel occasionally to participate in Career Fairs and team meetings
- General understanding of employment laws.

### **EDUCATION/EXPERIENCE**

- Bachelor's degree or a combination of education and equivalent experience;
- 8-10 years experience in a technical recruiting role;
- Proven track record in recruitment, attraction and selection of candidates;
- Proven ability to build successful recruitment networking relationships;
- Knowledge of SAP or an equivalent HRIS systems;
- RPR or CHRP designation is an asset;
- Excellent analytical skills, accuracy and attention to detail;
- Ability to make sound business decisions.

**This position is being recruited for on an urgent basis so please submit your resume in Word Format by email immediately to [zabloski@shaw.ca](mailto:zabloski@shaw.ca) and we will respond on behalf of our client.**

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