

 GEORGE DERBY CENTRE	Position: TALENT ACQUISITION SPECIALIST	Reporting To: Director, Human Resources
	Approved By: Executive Director	Review/Revision Date: December 2021

Job Summary

Reporting to the Director of Human Resources, the Talent Acquisition Specialist will have a strong customer service focus and ability to work in a fast-paced environment. They will support George Derby Centre with the full cycle recruiting process and act as a subject matter expert to Leadership.

Responsibilities and Duties

1. Support and promote the Centre's Mission, Vision, and Values
2. Consult with Managers and Directors to understand and assess hiring needs
3. Manage the recruitment and selection process for all internal and external vacancies
4. Develop a critical eye for candidates by fully understanding the needs of George Derby Centre and conducting comprehensive interviews that test for qualifications, skills and experience
5. Work with Managers/Directors to develop interview plans, assessments and other tools to determine the suitability of a candidate to a position
6. Prepare job offers and send out the new hire package
7. Be responsible for implementing the onboarding process and orientation of new employees
8. Measure and report on the success of recruitment initiatives
9. Process, verify, and maintain documentation relating to employee onboarding
10. Maintain employee electronic databases to match hard copy records as needed
11. Participate in special projects as assigned to support HR operations
12. Perform other related duties, as required

Credentials

- Bachelor's degree in Business Administration or Commerce with a Human Resources major or related field is required
- Minimum one year of experience in recruitment, ideally in a unionized environment
- Demonstrated ability to maintain confidentiality, tact and diplomacy when dealing with sensitive and confidential matter
- Excellent customer service skills with highly-developed interpersonal, collaborative and relationship building skills within a diverse environment
- Attention to detail and accuracy
- Demonstrated ability to work independently, ethically, and with integrity
- Computer savvy and experience with HRIS systems

Position:
Talent Acquisition Specialist – Job Description

- Working knowledge of the Employment Standards Act, Human Rights Code, WorkSafe BC Regulations, and employee relations issues
- Chartered Professional in Human Resources (CPHR) designation considered an asset
- Experience working within a union environment considered an asset

Salary and Benefits

- Competitive salary based upon skills and experience
 - Benefits package
-