



Recruitment Specialist - Bilingual

We are currently seeking a **Recruitment Specialist** to join our team.

As our **Recruitment Specialist** you will be part of the shared service Human Resources team, reporting to the VP of People and working closely with the Regional HR Coordinators and Directors.

We are excited to be adding this new position of **Recruitment Specialist** to complement our Human Resources team. You will represent VIVA, and the organizational brand, often being the first contact with interested applicants! We envision this role being the bridge between our organization and potential employees, aligning qualified candidates with relevant job vacancies. This position would be responsible for all the recruitment and hiring needs provincially. Location of work is flexible and anticipated to be a hybrid work environment, working from home and one of our regional offices. Working hours are generally Monday – Friday between the hours of 8:00am and 5:00pm; however, given the nature of the position, occasionally time-sensitive issues come up that require after hours attention. If you are skilled in attracting, identifying, and placing talented applicants and enjoy making an impact we want to hear from you!

Position Summary:

You will be responsible for planning, coordinating, and executing efficient and effective recruitment and selection processes. General accountabilities include but not limited to:

General Accountabilities:

- Build and maintain VIVA's recruitment plan.
- Posting, managing, and sourcing qualified candidates from various sites within budget
- Track and report on recruiting metrics.
- Attend Career Fairs throughout the province.
- Ensure compliance with immigration and international worker program.
- Collaborate with regional teams to meet hiring needs and capacity for training.
- Source, screen, interview and assess internal and external candidates.
- Coordinate interviews with additional team members as needed.
- Review interview outcomes; facilitate discussion and selection with selection team.
- Prepare, present, and negotiate employment offers; prepare new hire packages.
- Contribute as a subject matter expert to HR Team and organizational projects.
- Other human resources related tasks and duties as required.

Qualifications and Requirements:

What you will bring:

Education and Experience

- Bilingualism (French and English) is required. Please state your oral and written language capabilities.
- 2-3 years related experience working in full cycle recruitment.

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- Post-secondary education or community college certification in Human Resource Management or Business Administration.
- Equivalent combinations of education and experience may be considered.
- CPHR designation is considered an asset.

Skill Sets and Attributes

- Exceptional communication (written and verbal) and interpersonal skills.
- Demonstrated experience with networking and relationship building skills.
- Attention to detail and superior organizational skills.
- Demonstrate a high level of professionalism, confidentiality, and integrity.
- Critical thinker with a record of competent decision-making.
- Embraces VIVA values of quality, integrity, dignity, teamwork, and joy.
- Adept and competent using technology; in particular, Microsoft Office including Outlook, Word, Excel, and Teams. Experience with digital recruitment tools and platforms is an asset.

Compliance

- Present a clear criminal record check, vulnerable sector check and Social Development prior contact.
- Valid Driver's license and access to a vehicle as travel is required.

For more information about our services, please visit: <https://www.vivanb.ca/>

If this sounds like you send your cover letter and resume to: hr@vivanb.ca

We thank all applicants for their interest; only those selected for an interview will be contacted.