



Talent & Recruitment Specialist – Full Time Position

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The Talent and Recruitment Specialist is responsible for talent sourcing, recruitment marketing activities, applicant assessment and hiring and onboarding of new staff, in collaboration with department leaders. This position receives, handles, and manages confidential applicant, employee and labour relations-related information.

The Talent and Recruitment Specialist is an integral member of the Menno Place team and is required to have a commitment to the vision, mission and values of Menno Place performing duties following Menno Place policies and procedures and ensuring the provision of *Resident and Family Centred Care* (RFCC) while safeguarding staff and residents.

This position requires teamwork, communication and collaboration. It is the expectation that the individual in this position contributes to a positive, safe working environment, responds favourably to constructive feedback and collaborates with their supervisor and co-workers. The successful incumbent demonstrates creative thinking and critical thinking and has advanced relationship development, diplomacy, and networking skills. They manage their time effectively, meeting measurable targets, and participate in continuous quality improvement of services provided.

KEY ACCOUNTABILITIES:

Recruitment

- Investigates and leverages advertising opportunities on social media and job boards.
- Places, monitors, and updates employment advertisements as required.
- Develops relationships, and liaises with, candidate sourcing bodies including post-secondary learning institutions and professional associations.
- Coordinates and/or attends job or career fairs.
- Reviews resumes, interviews, and hires qualified candidates for a variety of professional, paraprofessional and non-professional staff positions.
- Conducts candidate reference checks.

Onboarding

- Collects onboarding documentation and submits to People and Culture Team members and/or managers as necessary.

- Creates and completes new hire packages including:
 - Creates personnel files.
 - Submits Vulnerable Sector Checks for new applicants.
 - Collects, and maintains, new employee TB clearances, registrations, diplomas and immunization records.
 - Creates and distributes security and ID passes, name tags, parking registration and enables new staff to use shift sign-in technology.
 - Schedules and conducts General and Health and Safety Orientations with new hires.
 - In collaboration with Union Shop Stewards, coordinates Induction sessions for new hires.
 - Updates and maintains Nursing department orientation booklet(s).

Record Keeping

- Creates and maintains employee records, both hard and soft copy, and HRIS files.
- Maintains HR forms and Excel reports.
- Prepares various letters including offers of employment.

Miscellaneous

- Provides backup and assistance to HR Coordinator & Benefits/HR Coordinator as required.
- Performs other duties as requested by the Director, People and Culture
- Schedules and conducts student/agency orientations.
- Documents and maintains WCB Time Loss reports.
- Coordinates and performs administrative functions associated with Occupational and Health and Safety Committees.
- Conducts exit interviews.
- Updates talent sourcing network, applicant, and employee contact databases including Mail Chimp.

Successful applicant must have:

- 2 years' talent sourcing, recruitment, or relevant experience.
- Grade 12 diploma.
- Knowledge of best practice and emerging trends in talent sourcing and recruitment.
- Knowledge of HR practices and procedures.
- Excellent English verbal, writing and reading comprehension.
- Effective communication and interpersonal skills.
- Confident public speaking and ability to represent Menno Place at recruitment and employee orientation events.
- Ability to work collaboratively with a variety of teams and professional disciplines.
- Excellent multi-tasking and organizational skills.
- Demonstrated attention to detail and accuracy.
- Demonstrated tact and diplomacy skills.
- Demonstrated proficiency in MS Office with particular attention to Excel and Outlook.

- Digital and social media fluency.

Required: Criminal Record Check, TB screen, influenza immunization, and COVID-19 vaccinations.

If you are interested in this opportunity, please apply online at www.mennoplace.ca/employment-application.
Competitive compensation and benefits.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

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