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Community



Integrity



Respect



Innovation



Passion

Human Resources Advisor – Recruitment

Temporary Full Time

Competition 2019-001

As the third largest City in British Columbia, the City of Burnaby is committed to creating and sustaining the best quality of life for our entire community. As a City, we provide facilities and services that support a safe, connected, inclusive, healthy and dynamic community. With this in mind, comes great responsibility – we seek likeminded individuals who are passionate about the community, work with integrity and respect, and are innovative when it comes to the work and services Burnaby provides to our citizens.

The Human Resources Advisor works as part of the recruitment team and is responsible for partnering with a variety of departments throughout the City to fill entry to senior level positions. If you would like to be part of a team of professionals who are passionate about what they do – then this may be the job for you!

This position requires a minimum of five years full spectrum recruiting in a fast paced, high volume environment. Extensive knowledge of the labour market, with expertise in attracting and sourcing top talent in a variety of disciplines and proven experience in strategic recruitment, with a focus on senior level positions, is essential. Experience recruiting in a unionized environment would be an asset.

Superior internal and external customer service skills are vital to the role along with a sense of urgency, strong decision making skills, organizational skills, time management and multitasking. This role requires someone that can take initiative and handle stress while continually managing their workload with competing priorities. Negotiation skills, the ability to think on your feet, and overall problem solving are all keys to your success in the role. The Human Resources Department values teamwork and takes pride in everything we do. The ideal candidate will possess a high level of emotional intelligence and will bring a positive approach and energy to their work as well as adaptability and the desire for continuous and active learning.

The successful candidate will have a University Degree in Human Resources or related discipline. A CPHR designation or working towards the designation is considered an asset. The ideal candidate will have experience using an applicant tracking system (ATS) and intermediate skills with MS Office.

Hours of work: 70 hours bi-weekly; 8:00am to 4:45pm with a nine-day fortnight schedule.

Please submit your application no later than **Friday May 10, 2019**.

Copies of relevant professional certificates or degrees will be required at the time of the interview. We thank all candidates for applying, but only those short listed will be contacted. Please contact Human Resources at 604-294-7303 if you do not receive a confirmation email within 1 hour of submitting your application online.

Reference: #50006100



www.burnaby.ca/careers

EQUAL
OPPORTUNITY
EMPLOYER

