

Town of Caledon

make a difference



Job Title: Associate, People Services (Recruitment) (Permanent Full-Time)

Closing Date: March 11, 2024, 12PM

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Manager, People Services, this role is responsible for managing the full-cycle recruitment of qualified internal and external candidates by working closely with Hiring Managers to meet necessary recruitment requirements. This role provides guidance, assistance, advice and expertise to all corporate managers and employees with respect to the recruitment, selection and hiring processes at multiple organizational levels. As the Associate, People Services (Recruitment), you will perform the following duties, including but not limited to:

- Manage the full-cycle recruitment and selection process and the Town's web-based applicant tracking system and maintain contact with site administrator
- Partner with internal stakeholders/ hiring managers throughout the organization to understand hiring needs and provide proactive communications for all talent matters
- Provide subject matter expertise related to recruitment best practices, organization policies, procedures, agreements, and guidelines
- Partner with Hiring Managers and HR Business Partners to develop sourcing strategies for critical and hard-to-fill roles
- Research and recommend new sources for candidate recruitment
- Create internal and external job postings, and update corporate job descriptions
- Proactively attract and build candidate pipelines through sourcing various on-line job boards, professional associations, social media, and networking
- Develop relationships with colleges and universities for potential co-op and internship placements
- Advise and assist the Hiring Manager in screening and selecting candidates for interviews, arrange interviews, prepare interview questions, conduct, and evaluate interviews, and recommend successful candidates



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- Administer pre-employment testing tool. Interpret results, and provide feedback to users (Hiring Managers, Directors, applicants, employees etc.). Facilitate training for all staff
- Assist with employee data input, employee source data management and records management within the Human Resources Information System (HRIS), including new hires, orientations, terminations, salary changes, and position changes
- Perform additional duties and undertakes special projects/partners with other HR staff on divisional initiatives, as assigned

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Human Resources Management or a closely related field. Our ideal candidate has minimum 2 years of human resources with a strong focus in recruitment and selection. Previous work experience with an Applicant Tracking System (ATS) and Human Resources Information System (HRIS) is an asset. CHRP/CHRL designation is an asset.

The ideal candidate will have demonstrated ability to exercise significant discretion and sensitivity involving regular access to confidential data. We are seeking an individual with superior interpersonal skills, a demonstrated ability to problem-solve, and excellent verbal and written communication skills.

The successful candidate for Associate, People Services (Recruitment) will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$61,730.86 - \$75,650.81 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **March 11, 2024, 12:00PM.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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