



Talent Acquisition Consultant

Permanent, full-time – 35 hours per week

\$77,859.60 - \$97,333.60 / annum

Come be part of the change!

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our conduct and contribute to a healthy culture.

The City of Leduc is transforming its Employee Services department into one that *delivers a 'City of Leduc' experience that inspires and empowers employees to thrive, celebrate and grow within our organization and strengthen our community.*

Are you passionate about transforming talent acquisition into a strategic function that drives organizational success? We are seeking an innovative **Talent Acquisition Consultant** who is ready to take on a pivotal role in modernizing our talent acquisition processes. This is not just a job; it's an opportunity to lead innovative projects that will redefine how we attract, assess, and hire top talent.

What You'll Do

- **Collaborate:** Partner with hiring managers to understand their current and future talent needs and develop tailored recruitment strategies.
- **Source & Engage:** Utilize creative sourcing techniques to find and attract high-quality candidates through various channels, including social media, networking events, and job fairs.
- **Screen & Assess:** Conduct thorough candidate screenings and assessments to ensure a strong cultural and performance/skills fit for our team.
- **Build Relationships:** Foster relationships with candidates and maintain regular communication throughout the hiring process to enhance their experience.
- **Analyze & Improve:** Use data-driven insights to continuously improve our recruitment and onboarding processes and strategies, keeping us aligned with industry trends.
- **Champion Change:** Promote inclusive hiring practices that foster an environment embracing change and innovation. We aim to ensure our team adapts to evolving industry needs and supports a dynamic workplace culture that reflects the community we serve.

Who You Are

- **Experienced:** You bring over 3 years of progressive talent acquisition or recruitment experience, ideally within a fast-paced environment.
- **Knowledgeable:** You hold a degree in Human Resources, Business Administration, or a related field, and possess relevant certifications in talent acquisition or a CPHR designation (a plus).
- **Tech-Savvy:** You are proficient with modern technology and applicant tracking systems, leveraging digital tools to streamline processes and enhance the candidate experience.
- **Passionate:** Your enthusiasm for connecting people with opportunities drives you, paired with a strong understanding of the hiring landscape.
- **Creative:** You excel at thinking outside the box, consistently implementing innovative strategies and solutions to attract top talent.
- **Adaptable:** You thrive in dynamic environments and are skilled at managing multiple priorities simultaneously, ensuring all recruitment efforts progress smoothly and effectively.
- **Project-Oriented:** You have a track record of managing recruitment projects from conception to execution, successfully meeting deadlines and goals.
- **Data-Driven:** You're comfortable leveraging analytics to inform decision-making and continuously improve recruitment practices.
- **Communicative:** Your excellent interpersonal and communication skills enable you to build rapport and trust with candidates and stakeholders alike.

What We Offer

- **Impactful Work:** Be a key player in shaping the future of our workforce and contributing to our company culture.
- **Flexible Environment:** Enjoy a hybrid work model and participation in an Earned Day Off Program that promotes work-life balance.
- **Professional Growth:** Opportunities for continuous learning and career advancement within a supportive team.
- **Vibrant Culture:** Become part of a dynamic and diverse team that values unique perspectives and fosters an environment of collaboration, creativity, and informed decision-making, empowering us all to achieve great things together.
- **Benefits:** Competitive salary, LAPP pension, comprehensive health, dental and wellness benefits including a healthcare spending account, paid time off (starting at 3 weeks of vacation/year), free parking and access to an annual City of Leduc recreation pass, including access to free drop-in programs.

Ready to Make a Difference? If you're excited about the opportunity to shape the future of our organization through talent acquisition, we'd love to hear from you! Apply today by submitting your resume and a cover letter that showcases your passion for recruitment and your innovative approach to attracting talent at: www.leduc.ca/careers.

Successful candidates must be willing to provide CRC at their own expense.

Competition closes at **11:59 PM (MT) on January 19, 2025**. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be contacted.