



Senior Talent Acquisition Partner

Regular Full-Time

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

The City of Coquitlam is in search of a Senior Talent Acquisition Partner to join our growing team! Reporting to the Manager, Talent and Business Partnerships and working alongside the HR Advisors, you will work collaboratively to create strategies to source and attract the best talent to the City. We are seeking an individual passionate about talent acquisition, supporting recruitment and retention efforts, and continuing to source and attract talented individuals to Coquitlam.

The Senior Talent Acquisition Partner will work closely with multiple teams to develop an action plan to support the growth of incoming and existing employees. This work will involve creative initiatives and marketing strategies to best position our employer brand for the future.

In this exciting role you will have the opportunity to lend your skills in:

- Driving collaboration with the project team to create and execute the talent and retention strategy's action plan;
- Offering expert guidance and recommendations on talent attraction initiatives and enhancing the candidate experience at all levels;
- Spearheading talent attraction projects and initiatives to achieve the goals of the City;
- Working closely with the Manager, Talent and Business Partnerships and Communications and Civic Engagement team to elevate employer branding of the City's employer value proposition;



- Leading and partnering with business units on full-cycle recruitment for hard-to-fill and leadership roles;
- Work closely with the Organizational Development and Training team to promote internal growth, development and retain our talented employees.
- Providing HR Generalist services to a small portfolio of clients at City Hall in addition to leading the majority of exempt recruitment for the City.

Preferred Qualifications

- You will have a Bachelor's Degree in a related field, supplemented with a minimum of 5 years of progressively responsible and directly related talent acquisition experience.
- You will have experience using solutions such as LinkedIn Recruiter for active sourcing strategies, which is considered an asset.
- You will bring experience working with human resources information systems, with in-depth knowledge of applicant tracking systems and other similar systems to help facilitate the organization's ability to make strategic decisions regarding its workforce and people resources.
- Experience working within the public sector is considered an asset.
- A Chartered Professional in Human Resources (CPHR) designation, which will be considered an asset.

As the successful candidate, you will bring forward expertise in human resources, specifically in recruitment, and understand how they intersect with employee development initiatives. You will be passionate about finding creative solutions to source talent in today's competitive market, with a strong interest in capitalizing on the opportunities that exist in a municipal environment. You will implement succession planning strategies and have a strong, in-depth understanding of the human resources talent management process, which is critical to success.

You will work collaboratively with peers to support corporate strategies focusing on employee wellbeing, career development, as well as corporate initiatives supporting equity, diversity, and inclusion.

What We Offer:

This excluded position has an annual salary range of \$126,625.22 - \$142,435.15 (2025 rates). The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.



You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including enrolment in the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo and submit an acceptable police information check.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on February 2, 2025.

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