

TALENT ACQUISITION SPECIALIST

Position ID: J0425-0338

Job Title: TALENT ACQUISITION SPECIALIST

Job Type: Full Time

Department: Human Resources

Number Of Positions: 1

Min Salary: \$40.56/Hour

Max Salary: \$50.70/Hour

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Talent Acquisition Specialist is responsible for the on-going cycle of attracting, sourcing, interviewing, hiring and onboarding employees. This position is also responsible for networking and relationship building with potential candidate communities to continually build and enhance the talent pool for the organization. This role is a strong support to our long-term goals of creating and developing our talent pipeline, which enhances our ability to have a strong succession plan in place.

Primary accountabilities include:

- Develop and implement comprehensive recruitment strategies to meet organizational staffing needs
- Assist with development and maintenance of all talent management processes including succession planning, policy and procedure development, and recruitment and retention strategies
- Develop and maintain relationships with hiring managers and HR team to understand needs, knowledge, skills, and abilities for each recruitment effort
- Assist with creating engaging job descriptions and/or postings for all new or vacant positions to promote the city as an employer of choice
- Perform initial resume review, candidate screening and short-listing, conducting in-person/virtual interviews and reference/background checks
- Conduct new hire orientation and assist with on-boarding process to elevate employee experience
- Build strong relationships with potential/passive high-quality candidates to ensure a viable talent pipeline for future needs
- Prepare analytics and reports to highlight trends, opportunities and challenges related to recruitment efforts

You Bring:

- Post-secondary education in Business/Human Resources or related field
- Chartered Professional in Human Resources (CPHR) certification preferred
- Membership in the Association of Professional Recruiters of Canada (APRC), with the RPR (Registered Professional Recruiter) designation is an asset

- Certified Talent Management Practitioner (CTMP) is an asset
- 3-5 years' experience as a Talent Acquisition Specialist, or similar role
- Experience in the continual development of talent pipelines and sourcing potential candidates
- Familiarity with social media, resume databases and professional networks
- Experience with job search engines like LinkedIn Talent Solutions, Indeed, Glassdoor to proactively attract and source candidates
- Ability to develop and maintain strong relationships
- Highly organized and detail-oriented personality with excellent prioritization and time management skills
- Ability to maintain confidentiality
- Ability to learn quickly
- Ability to have open dialogue and collaborate with team
- Self-motivated with the ability to work autonomously

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This full time position (37.5 hours per week) includes a comprehensive benefits and pension package.

Must be available to conduct new hire orientation for part time/casual employees on Monday evenings on an occasional basis.

Next Steps:

Candidates are invited to apply online. We only accept resumes and additional application documents through our online recruitment system. In person applications, email or other online forms will not be considered.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.