

Talent Acquisition Coordinator

Compliance and Human Resources

Location: Lac La Biche campus
Position type: Full-time continuous
Salary: \$54,072 to \$71,868 per annum

Job number: 24-004
Posting date: June 26, 2024
Closing date: We'll begin reviewing resumes on July 3, 2024

ABOUT THE POSITION

Are you interested in helping us find exceptional talent? We're excited to introduce a new role on our HR team: the Talent Acquisition Coordinator. As our coordinator, you'll play a pivotal role in sourcing, screening, and engaging with job applicants.

Some responsibilities include:

- Support HR Business Partners with the full cycle recruitment and selection process.
- Create and post job ads on various platforms.
- Assist in proactively sourcing candidates through various channels, including cold calling, and email outreach to build a robust talent pool for current and future hiring. This includes conducting pre-screen interviews with applicants.
- Schedule panel members and applicants and make other interview arrangements.
- Assist in drafting interview plans/questionnaires, interview presentation topics and other forms of assessments.
- Conduct reference checks, education checks, and other background verifications.
- Facilitate the onboarding process for new hires, ensuring all necessary paperwork as part of the offer letter process is completed and processed.
- Coordinate with various departments to ensure a smooth transition for new employees. Provide onboarding documents to new hires and supervisors.
- Track data as it relates to hiring processes.

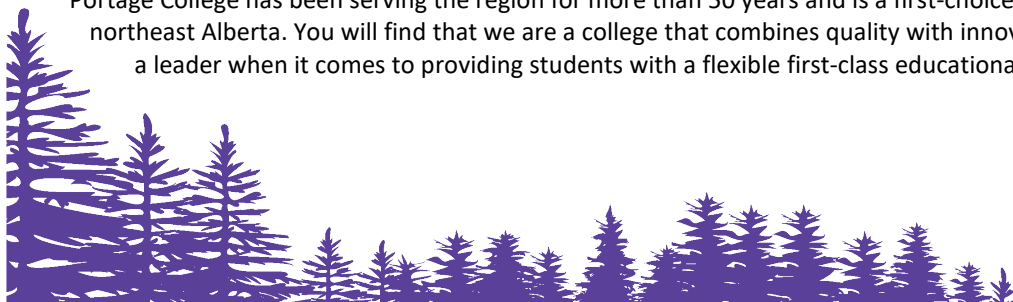
QUALIFICATIONS AND EXPERIENCE

- Diploma in human resources, business, management or other related fields.
- Knowledge and experience in recruitment and selection.
- Strong Computer skills, particularly in MS Office (Teams, Word, Excel, Outlook, OneNote.)
- Excellent communication skills-the ability to build strong relationships, network, and work collaboratively.
- Ability to manage multiple tasks simultaneously while maintaining attention to detail.
- Knowledge of employment-related acts, regulations, and codes, and working in unionized environments.
- Strong organization skills and the ability to effectively prioritize and manage workloads and client demands.
- Cultural awareness – must consistently uphold principles of diversity, equity and inclusion.

ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honor the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for more than 50 years and is a first-choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of



programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

As a member of the Excluded Employment Group, you will have access to a number of benefits that include generous vacation days, participation in the College pension plan, excellent health and dental benefits, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

