

HUMAN RESOURCES AND TALENT ACQUISITION SPECIALIST

DEPARTMENT:	HUMAN RESOURCES
REPORTS TO:	MANAGER, HUMAN RESOURCES
STATUS:	PERMANENT FULL TIME
SHIFT:	DAYS
COMPENSATION:	COMMENSURATE WITH EXPERIENCE
UNION:	NON-UNION
AVAILABLE TO:	INTERNAL & EXTERNAL CANDIDATES
DATE POSTED:	FEBRUARY 14, 2022

POSITION DESCRIPTION:

This permanent full-time position is available for an energetic and self-motivated individual who thrives in a fast-paced environment, designing, perfecting and conducting recruitment processes. Working closely with department hiring leaders, this role posts vacancies, interviews, prepares and extends employment offers and tracks recruitment status. A candidate with out of the box thinking and initiative, who is competent in all aspects of social media will be successful in making HHHS a preferred employer of choice. Supports the Manager of Human Resources as back-up when required, is required to become familiar with our SEIU and ONA collective agreements and produces reports related to them. Produces reports for Quality, and Human Resource reports for our Board and Board sub-committees and Executive. Responds to employee and manager inquiries in a timely manner.

QUALIFICATIONS:

- Degree or diploma in Human Resources or other relatable post-secondary education
- 2-3 years of recruitment experience with Healthcare experience an asset
- Solid and thorough understanding and utilization of Social Media platforms for recruitment in a difficult market
- Experienced and above average skills in MS Office and HRIS
- Self-motivated, enjoys taking the initiative, able to work independently and manage multiple tasks
- Knowledge of employment legislation (ESA, WSIA, Labour Act etc.)
- Excellent communication skills, both written and verbal, solid command of the English language
- Cheerful and positive attitude
- Promotes a respectful, dignified and kind approach towards others
- Beyond reproach as related to privacy and confidentiality
- Valid driver's license, and automobile

SUBMIT APPLICATION AND RESUME TO:

**Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-4609**

PLEASE QUOTE JOB NUMBER:

2022-08

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.