

CONTROLLED DOCUMENT

Document Name	Job Description – Talent Acquisition Specialist		
Reference / Version	V: 0.2	Owner	People & Culture
Publish Date	TBD	Classification	Internal



Last updated:	February 14, 2023
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Job Specifications:

Job Title:	Talent Acquisition Specialist
Location:	Canada (Remote)
Reports to:	People & Culture Director
Travel Requirements:	As needed

Role Summary:

The Talent Acquisition Specialist is an integral role in WCG’s People & Culture (P&C) team and supports the strategic growth of the organization. The Talent Acquisition Specialist focuses on building talent strategies, campaigns and transforming talent acquisition. This role is responsible for developing talent pipelines and creating positive relationships with candidates, hiring managers, executives, and other colleagues. With the support of a Coordinator, this role is also responsible for managing the full scope of recruitment, including: building and maintaining templates and job descriptions, including defining success measures, posting vacancies, active outreach/sourcing candidates, resume screening, coordinating and conducting interviews, and completing reference checks.

Success Measures:

Customer/ Stakeholder Satisfaction	<ul style="list-style-type: none"> • Strong relationships built with hiring managers across the organization’s departments and programs • Positions WCG as an employer of choice in each of our markets
Financial Performance	<ul style="list-style-type: none"> • Adheres to budgets
People & Team Satisfaction	<ul style="list-style-type: none"> • Quality of hire • Hiring manager satisfaction • Candidate satisfaction
Operational Performance	<ul style="list-style-type: none"> • Qualified candidates per opening • Time to hire • Offer acceptance rate • First year turnover rate

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Key Responsibilities:

Recruitment Strategy	<ul style="list-style-type: none"> • Develop recruitment goals, objectives, and processes; continuously working to transform and improve the talent acquisition function • Build a scalable and engaging recruiting strategy for the organization • Stay current on hiring trends and leverage industry compensation data and benchmarks to inform WCG’s talent acquisition strategy
Relationship Management	<ul style="list-style-type: none"> • Build strong relationships with hiring managers; always remaining attentive to their needs • Manage recruiting agency and job board relationships • Develop and maintain relationships with potential candidates • Work collaboratively with P&C team to ensure a seamless recruiting and onboarding experience
Recruitment & Marketing	<ul style="list-style-type: none"> • Manage the full cycle recruitment process, including: job description creation, recruitment strategy development, screening, selection and offer negotiation • Oversee the Coordinator’s work as it relates to the recruitment process, including job posting management, screening, interview coordination, and reference checks • Direct outreach/sourcing of national candidates to build talent pipeline • Create, execute and monitor provincial and national recruitment marketing campaigns to ensure rapid time to hire • Work with the Coordinator to ensure that job descriptions, job postings, interview templates and other recruitment-related documentation are accurate and organized • Attendance at career fairs and trade shows
Reporting	<ul style="list-style-type: none"> • Provide weekly and monthly recruitment reporting, metrics, & analytics to People & Culture and WCG Leadership teams • Maintain accurate and current information for the status of all recruitment activities
<i>Other duties as required, including going beyond the job description whenever necessary</i>	

Required Competencies:

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| <ul style="list-style-type: none"> • Action oriented • Approachability • Collaboration • Problem solving | <ul style="list-style-type: none"> • Relationship management • Time management • Verbal communication • Written communications |
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**Essential Requirements:**

- Certificate, diploma, or degree in Business Administration, Human Resources, or a related discipline
- Three (3)+ years' experience as a recruiter, with in depth knowledge of recruitment best practices
- Three (3)+ years' experience with employer branding and recruitment marketing
- Familiarity with Applicant Tracking Systems (ATS) and Human Resources Information Systems (HRIS)
- Friendly and personable demeanor
- Passionate about Human Resources and Talent Acquisition
- Strong attention to detail
- Experience in project management

Preferred Criteria:

- Bilingual (French/English) an asset