

JOB DESCRIPTION

Title of Position	IT Talent Acquisition Specialist (1-year contract)
Department	Human Resources
Immediate Supervisor	Director Human Resources
Location	Blainville

Summary of the Role:

As part of the Human Resources team, the Human Resource IT Talent Acquisition Specialist will be responsible for attracting the best talent and developing best practices for the recruitment process while developing a pipeline of candidates and maintaining a network of potentially available talent to sustain the growth of the organization. Understand the business needs behind each recruiting project by working with the line Managers to define the requirements and by championing the process until completion in the most timely and effective way possible.

You will also assist in company branding strategies that will help our recruitment efforts; attending career fairs, looking for sponsorship opportunities, etc. You will also help out with other day to day HR related tasks.

Primary Responsibilities:

- Lead the recruitment cycle, job posting process by ensuring an updated job description is drafted in both French and English
- Manage Recruiter LinkedIn account and any other Recruitment tool: post job openings and conduct passive searches and conduct preliminary review of all applications received.
- Coordinate/manage postings on Company Careers Site.
- Conduct pre-selection interviews with candidates and prepare summary to be sent to Director of department
- Coordinate with department heads for technical interviews with candidates
- Process all pre-employment background checks with Mintz Global Screening as required by our corporate security policies and practices
- Prepare Employment Offer Letters and Employment Agreements
- Track/follow up with completion of 3 Month Probationary Reviews
- Assist with the process of obtaining work permits and visas for Temporary Foreign Workers as well as intra-company transfers to Canada
- Ensure that onboarding and offboarding processes are followed as per HR Process flowchart
- Assist in drafting and/or updating human resources policies and practices;

Qualifications Required:

- Minimum of 3 to 5 years of recruiting experience in the information technology sector
- Familiarity with social media recruiting and employer branding initiatives as well as networking skills
- Passionate about finding top talent; true 'hunter' mentality, go-getter, flexible and adaptable;
- Fluency in both French, English, both oral and written; business correspondence skills in French & English;
- Intermediate to advanced skills in Microsoft Suite (Word, Excel, PPT, Outlook);
- Ability to generate reports and to develop and/or track metrics on a regular basis;
- Strong interpersonal skills (both written and oral) and the ability to communicate and interact with all levels in an organization;
- Proven organizational skills that allow you to prioritize tasks effectively, manage your time efficiently, multitask, and meet multiple and/or conflicting deadlines;
- Demonstrated ability to apply appropriate discretion and handle sensitive or confidential information with the highest degree of integrity and confidentiality;
- Demonstrated maturity, reliability, and trustworthiness and proven ability to maintain an upbeat attitude and foster positive relationships with all;
- Ability to work autonomously, proactively and as an integrated member of a team;
- Demonstrated skills to work effectively under pressure and within tight deadlines

We offer :

- Professional environment of cutting-edge technology
- Friendly and dynamic work environment in new and modern office
- Group insurance plan
- Employee Referral Bonus
- Team spirit and dedication to service excellence
- Sense of belonging to a global, brand-name organization