



MANITOBA TRUCKING ASSOCIATION
25 Bunting Street Winnipeg, Manitoba R2X 2P 5

Job Description #12345

Job title: Recruiter

Department: Human Resources

Location: 123 Far far Away

Full Time Equivalency (FTE): 1.0

Hours of Work: Office hours 0900-1700

Overtime Status: Non-exempt

Reports to: Hiring Manager

Compensation Range: \$29,835-\$81,822

Purpose:

To advertise and fill vacant positions within the company.

Duties and Responsibilities:

- Develop and implement a recruitment strategy, overseeing full-cycle recruitment.
- Identify current and prospective staffing requirements, forecasting business needs for the future.
- Communicate with Hiring Managers to update job descriptions and maintain current qualifications for positions.
- Source candidates using a variety of sourcing methods to attract exceptional talent.
- Maintain accurate records of all applicants, candidates, and new employees.
- Post job ads, review resumes, and shortlist applicants for further consideration.
- Provide potential candidates information regarding the company structure, benefits, and compensation.
- Prescreen applicants, shortlist applicants for interview, sets up interviews, and sends applicants required information to attend interview.
- Conduct interviews, grades interviews, and provides recommendations to Hiring Manager.
- Conduct reference checks and employment verification on potential candidates.
- Offer chosen candidates the opportunity to join the company, sharing job specifications, offer details, and terms.
- Connect with new employees frequently to ensure that all pre-employment documentation is submitted and completed.
- Maintain working knowledge of employment legislation and recruitment standards.
- Generate reports on staffing requirements, vacant positions, filled positions, analysis of recruiting activities.
- File information in print and digitally, according to privacy standards.
- Ad hoc duties as required.

Skills and Abilities:

- Excellent communication and interpersonal skills.
- Quality time management skills, setting priorities and meeting deadlines.
- The ability to work independently and collaboratively.
- Demonstrated discretion with highly confidential information.
- Capable of sound decision making.
- Familiarity with office equipment and technology.

Required Qualifications

- Certificate, diploma or degree in Human Resources or an acceptable combination of education and work experience
- Minimum 1 year experience in recruitment
- Satisfactory Criminal Record checks
- Satisfactory Adult Abuse and Child Abuse Registry Checks

Work Environment:

- Office environment

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The Government of Canada

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