



TALENT ACQUISITION SPECIALIST REGULAR FULL TIME

Options Community Services Society (OCS) is a not-for-profit social services organization providing social services south of the Fraser River from early years to seniors. Our programs and services are only possible through the power of collaborative partnerships with individuals, businesses, community groups, and government who share in our vision to support a healthy, caring community where everyone thrives.

We have an exciting opportunity for a Talent Acquisition Specialist to join our team. In this role, you will play a crucial role in connecting talented individuals with meaningful employment opportunities.

Reporting to the Human Resources Manager, the Talent Acquisition Specialist will be accountable for leading the core processes of recruitment for the organization. The successful incumbent will provide end to end talent acquisition services to diverse client groups. Specific functions include but are not limited to:

- Leading full cycle recruitment functions from the creation of job posting to offer of employment.
- Participating in recruitment activities such as screening resumes, interviewing, reference checking, and pre-employment testing as needed.
- Conducting new hire orientations, onboarding new hires and ensuring accurate entries on the HRIS (ADP).
- Consulting with Executive and Management teams to identify, develop, and recommend strategies in support of key human resource recruitment and staffing priorities.
- Coaching and guiding managers with regards to interviewing techniques and candidate assessment.
- Developing working partnerships with managers to understand operational and organizational requirements.
- Maintaining and analyzing recruitment metrics and proposing recommendations for improvement.
- Providing consultative interpretation and advice to clients regarding the application of relevant collective agreement and organizational policies as they relate to recruitment and staffing issues.
- Leading continuous improvements of recruitment programs and systems.

Our ideal candidate has demonstrated the above skills and experience in leading full cycle recruitment and possesses a deep understanding of the job market and a commitment to fostering inclusive and diverse workplaces.

The successful candidate will have a strategic mindset and must be 'hands on' in providing full cycle recruitment services. They will demonstrate exceptional communication skills, strategic thinking, and a commitment to continuous improvement in recruitment processes and systems.

Qualifications:

The ideal candidate will possess a Bachelor's degree in Human Resources or a related field, coupled with a minimum of 3-5 years' experience in a similar role. Experience within a unionized, not-for-profit or social services organization and a CPHR designation would be considered an asset.



This is a non-unionized position with a pay range of **\$76,210-\$83,502**. Advancement in salary is dependent on successful performance, and established OCS funding and pay policies.

Please submit your applications to Careers@options.bc.ca by 4:00 pm March 8, 2024.

This role will require the incumbent to undergo a Police Information Check (PIC), and a Vulnerable Sector Check by the Ministry of Justice.

We thank all applicants for their interest in working with OCS. Due to the volume of applicants, only those qualified and shortlisted will be contacted.

The land which we are on is the unceded territories of the Coast Salish peoples including Kwantlen, Katzie, Matsqui, Musqueam, Semiahmoo, Tsawwassen, Kwikwetlem and the Sto:lo Nations.