

## **ROLE PROFILE**

<b>Title:</b>	<b>Talent Acquisition Specialist</b>
<b>Function:</b>	Human Resources
<b>Reports To:</b>	Vice President, Human Resources
<b>Location:</b>	Toronto
<b>Type:</b>	Full-Time

## **Role Description**

The Talent Acquisition Specialist is responsible for managing the full-cycle of recruitment efforts. This includes developing pro-active pipelines through sourcing, attracting, qualifying, interviewing, offer extension and negotiation to selected candidates for a variety of positions, with an emphasis on high volume and technical roles.

## **Primary Responsibilities**

- Partner strategically with hiring managers and internal teams to understand the business and recruitment requirements.
- Develop recruitment strategy, which may include job description optimization, recruitment source identification and consideration of internal talent where applicable.
- Manage the overall recruitment process and life-cycle, including sourcing, qualifying, interviewing using behavioural techniques, offer extension and negotiation if required, in consultation with the Vice President, Human Resources.
- Identifies, develops, and maintains strong and effective networks including: LinkedIn, Glassdoor and other social media, diversity and community organizations, government agencies, schools and colleges and external recruiters, as required.
- Promote and maximize internal and external referral programs
- Responsible to manage an Applicant Tracking System and to track and meet set out recruitment metrics.
- In conjunction with the Vice President, Human Resources, develop, manage and continuously promote the Exchange Solutions employer brand.

- Ensure a positive candidate experience throughout the whole recruitment process by providing timely, relevant and accurate feedback to candidates.
- Maintain regular updates with hiring managers throughout the recruitment process.
- Provide recruitment counsel and guidance to hiring managers which may include job grade information and/or competitive market intelligence and research.
- Identify, organize and participate in employment events, such as career fairs and trade shows.
- Has a solid understanding of the Exchange Solutions brand, solutions, roles and corporate culture and can fluidly explain to potential candidates.
- Will participate in various Human Resources responsibilities, including Company Update meetings and Employee Event planning, as required.
- Will act as back-up support for Office Services Associate and Client Concierge responsibilities, as required.

### **Capability Requirements – education, skills & experience**

- Post-secondary education with a certificate or degree in Human Resources an asset.
- Minimum 5 years full recruitment life-cycle experience required, with an emphasis on high volume and technology recruitment preferred.
- Experience in a tech firm or corporate environment preferred. Agency experience will be considered.
- Expert and resourceful in candidate sourcing, cold calling, social media networking and proactive relationship building skills.
- Demonstrated interviewing skill set using behavioural interviewing techniques.
- Self-starter with demonstrated ability to multi-task, excellent time management skills and a strong sense of urgency.
- Proven experience with developing close partnerships and demonstrated ability to gain credibility and respect of internal teams and senior leaders.
- Strong collaboration, consultation and negotiation skills.
- Superior communication skills, including both verbal and written.
- Excellent computer skills, including Microsoft Word, Excel, PowerPoint and Outlook.