

Position Title:	Talent Acquisition Coordinator	Location:	Leamington
Department:	Corporate Human Resources	Wage Grid:	
Reports to:	HR Leader, Talent Acquisition & Development	Direct Reports:	None
Indirect Report to:	Corporate HR Manager	Indirect Reports:	None

Highline Vision and Values:

Passionately nourish people, community and environment, through embracing our core values, which include:

We do the right thing, always. We lead the way. We are fanatical about quality. We are transparent in our relationships. We always consider the human element. We embrace diversity and inclusion

Position Summary:

Assists the HR Leader, Talent Acquisition & Development with assessing the staffing needs of the Company and identifies and recruits talented individuals to fill those needs. Responsible for full-cycle recruiting, ensuring a smooth, positive candidate experience from the initial application to conclusion of the on-boarding process. Maintains an awareness of industry trends and recruitment standards.

Expected Outcomes:

1. Talent Acquisition

- a. Work closely with Corporate and Farm managers to determine current staffing levels and requirements, and understand the essential skills and expectations of each position
- b. Apply correct selection criteria and interview questions tailored to each type of position
- c. Maintain internal and external advertisements for open positions, ensuring compliance to LMIA requirements
- d. Manage internal recruitment process, including creation and management of all postings, ensuring notification for all hourly position changes/transfers/promotions, in order to manage recruitment needs
- e. Review resumes, applications and cover letters, managing all applications for employment, including updating the Master Recruiting spreadsheet to support all LMIA initiatives
- f. Complete pre-screening activities, while meeting the hiring managers communication needs
- g. Arrange and conduct interviews to fill hourly positions, assessing skills and competencies
- h. Consult with managers regarding selection of candidates adapting hiring manager needs while meeting core talent acquisition best practices in support of the Highline employer brand
- i. Prepare detailed and accurate employment contracts for hourly positions, presenting in a timely manner where needed
- j. Explain on-boarding process to successful candidates including scheduling medical appointments and orientation
- k. Updates the master recruitment spreadsheet to support the Temporary Foreign Worker Program
- l. Organize and attend job fairs and recruitment events
- m. Manage the University/College Co-op Program, including arranging interviews, assisting with interviews and candidate selection, and on-boarding process
- n. Purchase Order creation for Indeed, Windsor Medical and any other external services used in the aid of recruitment
- o. Book external medicals when Occupational Nurse is unavailable

2. LMIA Requirements

- a. Data entry and maintenance of Master Recruitment spreadsheet for every applicant
- b. Create, maintain and monitor advertisements and job matching on Service Canada's Job Bank
- c. Reporting data from Master Recruitment Spreadsheet to assist in the LMIA process
- d. Ensure job boards are targeted under specific represented groups, with the assistant of KPMG
- e. Maintain detailed records of all advertisements as proof of advertising for the LMIA process

3. Vendor Relations

- a. Work with the Staffing Agencies when a need for temporary workers is required
- b. Provide consultative findings to the Corporate Leader for vendor selection and pricing
- c. Keep abreast of usage on pay-per-click job boards
- d. Keep Service Canada account up to date
- e. Manage on-boarding process for staffing agency workers

4. Project Management

- a. Assist the Senior Talent Acquisition Specialist with a corporate recruitment strategy
 - b. Assist the Senior Talent Acquisition Specialist with updating recruitment processes and documentation
 - c. Manage and support Highline's attendance at strategically selected job fairs including booth set and supply management.
Report regularly and in detail, the progress of assigned projects
5. **Employer Branding**
- a. Assist the Senior Talent Acquisition Specialist with employer branding initiatives
 - b. Monitor all social media boards for visibility and traffic
6. **Report Management**
- a. Update and manage the Master Recruitment spreadsheet
 - b. Update Staffing Report on a weekly and monthly basis to include all new hires
 - c. Update Executive Report on a weekly and monthly basis to provide recruitment status
7. **Other Duties**
- a. As reasonably requested in aid of operations or culture compliance, performs other duties as may be assigned
 - b. Provides meaningful continual improvement or innovation recommendations outside scope of responsibility
 - c. Assists with special events as requested
8. **Safety**
- a. Adheres to Safety Policies, including use of proper Personal Protective Equipment (PPE) and other safety equipment
 - b. Reports unsafe conditions immediately to Direct Report or member of the Safety team
 - c. Reports all incidents, injuries or near misses immediately to Direct Report or Safety Advocate
 - d. Cooperates in the Early & Safe Return to Work Program if an injury or medical illness requires accommodation
9. **Leadership & Code of Conduct**
- a. Embraces and supports the Highline culture and values, acting as brand ambassador at all times
 - b. Interacts with others in a manner that promotes respect, confidentiality and dignity
 - c. Develop and actively foster an engaged work force, displaying professionalism at all times

Qualifications & Experience:

Education & Past Experiences:

A combination of professional experiences or equivalent combined education, designation and work experience will be considered;

- a. Minimum of 2 years Human Resources experience, including in talent acquisition
- b. Minimum of two (2) years of post secondary school education or equivalent work experience
- c. Registered Professional Recruiter (RPR) designation, or Certified Human Resources Professional (CHRP) designation along with practical experience may be considered in lieu of formal education
- d. Hands-on experience with full-cycle recruiting using various interview techniques and evaluation methods
- e. Must be knowledgeable of provincial employment standards (Ontario, Quebec, Alberta, British Columbia)
- f. A strong understanding of the various roles and subsequent responsibilities within the organization
- g. Requires familiarity with the Agricultural Stream Program as it relates to staffing
- h. Proficient in the use of computers and online platforms (social media, professional networks, job boards, etc.)

Personal Attributes:

- a. High emotional (EQ), cultural (CQ) and physical (PQ) intelligence
- b. Strong business acumen and an analytical mind
- c. Ability to assess skills and competencies
- d. Demonstrably strong organizational skills and the ability to prioritize
- e. Excellent communication and interpersonal skills and the ability to develop positive relationships
- f. Must be motivated and ambitious
- g. Must be able to handle multiple projects simultaneously in a changing, deadline driven environment
- h. Ability to work independently and as part of a team and take on new tasks with a high level of difficulty
- i. Attention to detail and accuracy, appropriately balanced with the need to complete tasks
- j. Self-starter who can work independently and has an adaptive personality that can deal with ambiguity
- k. Conducts themselves with professionalism, and maintains confidentiality of sensitive information

Other:

- a. Eligible to work in Canada
- b. Fluent in written and verbal English, other languages are an asset .

Required On-The-Job Training:

Orientation training, including, Food Safety, Attendance Policy, Conduct Policy, AODA, WHMIS, Incident Response and Reporting, Emergency Response Plan, Return to Work and Disability Management, Ergonomic Policy and the Highline Stretching Program, Workplace Violence, Harassment, Sexual Harassment and Bullying Policy, Health and Safety Policy and MOL Worker Awareness.

Other training as self identified for professional development or skill enhancement or identified by Highline.

Working Conditions:

Weekend and/or evening and some holiday work, along with a willingness to work a flexible schedule.
Travel within Canada required.

This job description should not be construed as an exhaustive list of duties and responsibilities to be performed by persons assigned to this position. It is not intended to limit or in any way modify the right of the manager or supervisor to assign, direct, or control the work of associates under his or her supervision. Job descriptions may be revised at any time during the course of employment as required.
