



Life's Journey Inc.

JOB POSTING No. 2024-TA1 –TALENT ACQUISITION SPECIALIST Full Time Permanent

Agency: Life's Journey Inc.

Posted: March 27, 2024

Program: HR & Scheduling Department

Closing Date: April 10, 2024

Salary Range: Annual Salary \$52,602.40 to \$64,000.00 (based on qualifications and experience)

Hours of Work: Monday – Friday 8:30 a.m. – 4:30 p.m. (75 Hours bi-weekly)

Location: 125 Higgins Ave (Winnipeg MB)

Please submit a detailed Cover Letter on how you meet the requirements of this position, along with a current Resume to our HR Department: careers@lifesjourneyinc.ca. When applying for the position, please indicate the advertisement number and position title within the subject line of your email or body of email/cover letter.

Position Overview:

We are seeking a highly motivated Talent Acquisition Specialist to join our dynamic team. The ideal candidate will be responsible for sourcing, attracting, and hiring top talent to meet Life's Journey Inc.'s hiring needs and strategic objectives.

Responsibilities:

- Collaborate with hiring managers to understand their staffing needs and develop effective recruitment strategies.
- Source potential candidates through various channels, including online job boards, social media platforms, professional networks, and employee referrals.
- Screen resumes and applications, conduct initial phone screenings, and coordinate interviews.
- Manage the entire recruitment process, from job posting to offer acceptance.
- Build and maintain a pipeline of qualified candidates for current and future job openings.
- Develop and maintain strong relationships with candidates, hiring managers, and external partners.
- Stay up-to-date on industry trends and best practices in talent acquisition.
- Provide regular updates and reports on recruitment metrics to management.
- Provide input to ensure that teams consist of diverse, qualified individuals.
- Ensure that staffing needs are being met with a long-term strategy in mind.
- Organize and attend job fairs and recruitment events.

- Maintain records of all materials used for recruitment, including interview notes and related paperwork, to share with key stakeholders.

REPORTING RELATIONSHIP: HR & SCHEDULING MANAGER

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Two – three years of proven experience as a Talent Acquisition Specialist or similar role.
- In-depth knowledge of recruitment strategies and best practices.
- Familiarity with Applicant Tracking Systems (ATS) and other recruitment software.
- Excellent communication and interpersonal skills.
- Strong organizational and time-management abilities.
- Ability to work independently and collaborate effectively in a team environment.
- High level of integrity and professionalism.

Preferred Qualifications:

- Certification in Human Resources (e.g., CPHR, RPR).
- Experience recruiting in rural areas.
- Knowledge of employment laws and regulations.

Knowledge of the following areas is required:

- FASD
- Community Living
- Disability Services
- Justice
- EIA & CFS
- Addictions

Core Competencies for All Employees:

Respect, Collaboration, Integrity, Effective Communication, Patience and Perseverance, Reasoning and Decision Making

**Life's Journey strives towards a workforce
that has fair representation of the community that we serve.**