

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	TALENT ACQUISITION COORDINATOR
JOB NUMBER	4003
NUMBER OF POSITION/S	10
NOC CODE	1121
CLOSING DATE	2021-07-31
LOCATION	Winnipeg, MB Downtown
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DESCRIPTION	Looking for entrepreneurs committed to creating ecstatic clients, doing enjoyable work and being efficient in everything we do. We fail fast and love to innovate. Change is our middle name.
JOB DUTIES	<p>Own the candidate experience. We want our candidate experience to be second to none you will ensure candidates understand where they are in the process and how things will move forward.</p> <p>Coordinate all parts of the interview process with stakeholders in the organization and with the candidate.</p> <p>You will be the first line in the recruitment process and will help candidates to understand our stories and our brand. You will impact this through:</p> <p>Phone interviews for a variety of roles technical, support, business development, etc.</p> <p>Updating and posting of roles on various jobs boards and our website; make the best of the tools that we have in place and add to them</p> <p>Screening resumes and working in our homegrown applicant tracking system built on the salesforce.com platform.</p> <p>Host candidates on site, make them feel welcome and show them the space!</p> <p>Register us for career fairs and networking events; attend these events as you become more confident in the brand.</p> <p>Complete reference checks on all our hires</p> <p>Other administrative tasks that will support the people team</p>
QUALIFICATIONS, REQUIREMENTS & SKILLS	<p>Employees come from a variety of backgrounds, and we are eager to find people that are from non-traditional backgrounds. Typically, we find that people are successful in this role when they have:</p> <p>A degree or diploma in human resources; some professional experience preferred but not required</p> <p>Near obsessive attention to detail, with finely tuned organizational skills</p>

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QUALIFICATIONS, REQUIREMENTS & SKILLS	<p>Aptitude for technology A love for productivity tools and web apps Experience with Microsoft Office At least intermediate experience Experience using an ATS a plus You are a positive, relationship developing machine. Customer service is both of your middle names! Hustle and humility. Leave your ego at the door and be prepared to join a ridiculously fast-moving team; An awesome sense of humor.</p>
OTHER DETAILS	<p>Experience with full-cycle recruitment Experience working in a startup (or better yet, a SaaS company)</p>
APPLICATION PROCESS	<p>Send targeted resume Apply through your CC</p>
APPLICATION DETAILS	<p>Please send a targeted resume and cover letter to your career coach quoting Job Title and number</p>
JD	<p>Chris Brown</p>