



## ABOUT MANITOBA BLUE CROSS

Manitoba Blue Cross was born out of a desire to protect our fellow Manitobans during life's most unexpected and sometimes challenging moments. This remains our driving force today and fuels our ongoing commitment to providing superior health and wellness benefits that are delivered with compassion and excellence in service.

As an independent and not for profit organization for over 40 years, we provide health, dental, employee assistance, disability, travel, and life coverage to over half a million Manitobans.

At Manitoba Blue Cross, our people are the key to our success! Consider becoming part of our team of professionals committed to providing exceptional customer service.

Join us as we serve our neighbours to support and strengthen our community.

## POSITION: TALENT ACQUISITION ADVISOR

### SUMMARY

Working in a team environment, the Talent Acquisition Advisor is actively involved in all aspects of full cycle recruitment and selection activities including sourcing and attracting talent, screening resumes, interviewing, checking references, and providing guidance and support to hiring managers throughout the recruitment process. This position will be responsible for building relationships with recruitment partners in the community to reach beyond the traditional hiring methods to promote Manitoba Blue Cross.

## **DUTIES AND RESPONSIBILITIES**

- Collaborates with HR Team to implement the MBC Talent Acquisition Strategy by building a strong talent pipeline, employer brand and relationship building.
- Leads and completes the full cycle recruitment which includes prepares job descriptions and job postings; screens resumes and conducts pre-employment assessments; prepares interview questions and participates in interviews; conducts reference checks and background checks when needed; and extends employment offers.
- Develops and maintains excellent working relationships with hiring managers, the HR team, post-secondary institutions, candidates, recruiting agencies, and other external resources in the community.
- Provides support and guidance to hiring managers throughout the recruitment process. Meets with the hiring managers regularly to identify the hiring needs and to ensure clear recruitment expectations.
- Partners with universities and colleges to facilitate student recruitment programs (e.g., COOP programs) and represents MBC at career fairs and other recruitment activities.
- Updates our HRIS system related to the recruitment process (such as job postings, recruitment progress, notes, new hire documentation, etc)
- Tracks and monitors key metrics to identify opportunities to improve practices relating to the recruitment and selection process and recommend solutions. Continuous improvement of our recruitment tools and maintaining an accurate framework of reporting statistics for all recruitment activities.
- Advances our Diversity, Equity, and Inclusion programs to ensure company recruitment initiatives are built on fair practices.
- Point of contact for all internal and external recruitment requests.
- Keeps abreast of current and emerging recruitment and selection trends, issues, strategies, and legislation.
- Partners with external recruitment agencies where needed.
- Backs up HR Advisors during new hire onboarding and conducts about 25% of new hire onboarding.
- Participates in Corporate projects and process improvement initiatives.
- Performs other duties as assigned.

## **QUALIFICATIONS & SKILLS**

- Dedicated to the principles of exceptional service; committed to responding to, anticipating, and addressing customer needs, for both internal and external customers.
- Completion of post-secondary studies in Human Resources or a related area and 3 years' progressive recruitment experience. A relevant combination of education and experience may be considered.
- Excellent networking skills and ability to source the right candidates using various channels and tools.
- Excellent interpersonal, teambuilding, and negotiation skills.
- Exceptional organizational skills and a proven record of managing and prioritizing multiple tasks within varied and dynamic timelines on an ongoing basis.
- Strong written and verbal communication skills with a customer service-oriented mindset.
- Enthusiastic, self-starter with the ability to cover a large portfolio and work with a certain degree of autonomy.
- Demonstrated proficiency with HRIS programs. Knowledge of Dayforce is considered an asset.
- Demonstrated attention to detail and high level of accuracy.
- Ability to propose and execute creative strategies to engage the best talent.
- Demonstrated ability to develop strong relationships with candidates and hiring managers.
- Exercises judgment, tact, and discretion.
- Excellent proficiency using MS Office
- CPHR designation (or working toward completion) is considered an asset.
- Experience recruiting in Insurance or Benefits Industries is considered an asset

We offer competitive salary, a generous employer-paid benefits package, a flex work schedule, generous vacation, and a health and wellness program with an on-site fitness centre.

We are committed to creating a rewarding environment to foster learning and development for our staff.

If you are interested in joining our team, please forward a resume and cover letter, indicating salary expectations, by June 12 by applying at Talent Acquisition Advisor - Application. We look forward to reviewing your application.

All qualified applicants will receive consideration for employment without regard to race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

Only those being considered for the selection process will be contacted.

Visit us at [Careers | Manitoba Blue Cross](#) for information on why Manitoba Blue Cross is a Top Employer award winner in Manitoba