Position Description –
Talent Acquisition Specialist (Bilingual) (People & Culture)

Position Description

Position title	**Talent Acquisition Specialist (Bilingual)**
Location	Remote - Canada
Reports to	Talent Acquisition Team Lead
Direct reports	N/A
Community Collaborators	N/A
Travel requirements	As needed

Position purpose

The Bilingual Talent Acquisition Specialist has an integral role in WCG's People & Culture (P&C) team driving strategic growth initiatives through dynamic DEI talent acquisition strategies. The Bilingual Talent Acquisition Specialist focuses on building talent strategies, campaigns, and transforming talent acquisition processes to support the organization's goals. This role is responsible for developing talent pipelines and creating positive relationships with candidates, hiring managers, executives, and other colleagues. This role is also responsible for managing the full scope of recruitment, including building, and maintaining templates and job descriptions, including defining success measures, posting vacancies, active outreach/sourcing candidates, resume screening, coordinating and conducting interviews, and completing reference checks.

Success measures

Customer/Stakeholder Satisfaction	• Strong relationships built with hiring managers across the organization's departments and programs • Positions WCG as an employer of choice in each of our markets
Financial Performance	• Adheres to budgets
People & Team Satisfaction	• Quality of hire • Hiring manager satisfaction • Candidate satisfaction
Operational Performance	• Qualified candidates per opening • Time to hire • Achieve a higher offer acceptance rate • Minimize first year turnover rate

Key Responsibilities:

Recruitment Strategy	• Develop recruitment goals, objectives, and processes; continuously working to transform and improve the talent acquisition function • Build a scalable and engaging recruiting strategy for the organization • Stay current on hiring trends and leverage industry compensation data and benchmarks to inform WCG's talent acquisition strategy

Relationship Management	• Build strong relationships with hiring managers; always remaining attentive to their needs • Manage recruiting agency and job board relationships • Develop and maintain relationships with potential candidates • Work collaboratively with P&C team to ensure a seamless recruiting and onboarding experience
Recruitment & Marketing	• Lead the full cycle recruitment process, including job description creation, recruitment strategy development, screening, selection and offer negotiation • Create job posting management, screening, interview coordination, and reference checks where required • Direct outreach/sourcing of national candidates to build talent pipeline • Create, execute, and monitor provincial and national recruitment marketing campaigns to ensure rapid time to hire • Ensure that job descriptions, job postings, interview templates and other recruitment-related documentation are accurate and organized • Represent at career fairs and trade shows
Reporting	• Provide weekly and monthly recruitment reporting, metrics, & analytics to People & Culture and WCG Leadership teams • Maintain accurate and current information for the status of all recruitment activities
Diversity, Equity, and Inclusion (DEI)	• Promote WCG's commitment to the 50-30 DEI Challenge • Actively seek out and hire top diverse candidates in the marketplace
Internal and External Brand Awareness	• Create brand awareness to position WCG as one of the best employers to work for • Develop and implement an email newsletter campaign to keep internal employees aware of job openings and career development opportunities • Craft and implement strategies to enhance the employee experience, ensuring alignment with organizational goals and continuous measurement of success metrics for Employee Value Proposition initiatives
Other duties as required, including going beyond the job description whenever necessary	

Required Competencies:

- Action oriented
- Approachability
- Collaboration
- Problem solving
- Relationship management
- Time management
- Verbal communication
- Written communications

Capabilities and experience

- Bilingual (French/English)
- Certificate, diploma, or degree in Business Administration, Human Resources, or a related discipline
- Three (3) + years' experience as a recruiter, with in depth knowledge of recruitment best practices
- Three (3) + years' experience with employer branding and recruitment marketing
- Familiarity with Applicant Tracking Systems (ATS) and Human Resources Information Systems (HRIS)
- Friendly and personable demeanor
- Passionate about Human Resources and Talent Acquisition
- Strong attention to detail
- Experience in project management

Integrity | Customer focus | Respect | Empathy | Achievement | Teamwork | Enthusiasm

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WCG is strengthened by diversity. We are committed to achieving a workplace that is equitable and representative of Canada's diverse population. We actively work to attract, develop, and retain employees from diverse and equity-deserving backgrounds who have exceptional ability and the desire to make a difference. We continuously strive to support individual needs and differences in a work environment that is built on inclusivity and respect for everyone.

WCG is committed to providing an accessible, barrier free recruitment and selection process. If contacted for an employment opportunity, please advise us if you require accommodation in advance of any part of the recruitment and selection process.