



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

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Recruitment Personnel

Job ID	3500-7488	
Web Address	https://careers.indigenous.link/viewjob?jobname=3500-7488	
Company	CEDA	
Location	Fort McMurray, Alberta	
Date Posted	From: 2019-12-04	To: 2050-01-01
Job	Type: Full-time	Category: Engineering

Description

Key Duties and Responsibilities

- Get to know the business and understand our hiring needs
- Stretch your creative muscle and write job ads
- Use technology to review applications
- Make high volume phone calls and fill vacancies! The buttons on your phone will have the numbers rubbed off them from all of the dialing
- Become a subject matter expert in hiring laws and best practices
- Coordinate with your internal customer, the operations group, and set up interviews all over
- Write and issue offer letters
- Facilitate pre-employment for the new hires in process
- Send, collect and answer questions about new hire paperwork
- Regret the candidates that don't make it through the process
- Participate in cross-functional team projects as required
- Help us build the brand - attend career fairs, information sessions and conferences as required

Minimum Qualifications

- 2 years of work experience in a fast paced environment - does not have to be HR or recruitment related
- Post-secondary degree preferred
- Experience in our industry is desirable but not required

Personal Characteristics

- Wherever you go people have admired your positive attitude
- You're keen to help out and problem solve when the answers aren't clear - no one has ever doubted your work ethic
- You know what it's like to be a candidate so you can appreciate ensuring a best-in-class candidate experience
- You understand your customer - internal and external
- You're sharp, capable and looking to join a team where you can learn, grow and advance your career.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhausted list of all responsibilities, duties and skills required.

For more information, visit CEDA for Recruitment Personnel