



# 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.Links 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.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Talent Acquisition Manager

**Job ID** 36-E2-D7-D7-75-CD

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=36-E2-D7-D7-75-CD>

**Company** NorthwesTel

**Location** Whitehorse, Yukon

**Date Posted** From: 2020-11-16

To: 2020-12-16

**Job** Type: Full-time

Category: Human Resources

**Job Start Date** January 04, 2020

**Job Salary** \$60,000 - \$65,000

**Languages** English

### Description

Northwestel is a truly northern company. We employ more than 500 skilled northern workers to help in delivering telecommunications service to 96 communities across Canada's North. Together, we are a diverse group of northerners, working to connect our communities through innovative communication solutions designed for life in the North.

We offer a wide range of career opportunities, including positions in information technology, network engineering, customer service, marketing, finance, and human resources.

Northwestel is recognized as one of Canada's best employers for recent graduates. Joining our team means opportunities to grow through education and career development. Plus, competitive wages with a robust benefit package.

We also provide employees with mental health and wellness support tools, such as Telemedicine, Resilience counseling services, and more.

Start your career with Northwestel. Help us build a stronger North.

Northwestel. Our North. Our Home.

### GENERAL ACCOUNTABILITY

The Talent Acquisition Manager, reporting to the Director of Human Resources is responsible for developing and executing an end to end strategy for full-cycle recruitment. This position is an integral part of the HR team who partners with the business to build and deliver key talent at Northwestel.

### KEY ACCOUNTABILITIES

- Lead and develop the Talent Acquisition Team.
- Partner with stakeholders to gain an understanding of future resource requirements (union and non-union).
- Ensure appropriate selection and assessment criteria are being utilized across the organization.
- Effectively fill open non-union positions, as well as union positions when required.
- Work with hiring managers on recruitment planning, administering, and interpreting pre-employment assessments, applicant review, interviewing, reference checks and the offer process.

- Understand the Collective Agreement and federal legislation as it applies to recruitment and selection.
- Provide coaching and interpretation to all stakeholders.
- Conduct follow-up with the Leaders to determine the effectiveness of recruiting plans and implementation.
- Manage the recruitment budget, liaison with Marketing on recruitment branding propositions.
- Produce, analyze, and present statistical reports and metrics as it applies to recruitment (open positions, time to fill etc.).
- Research, establish and sustain alliances (Intern and co-op programs) with educational or trade institutions to source future talent.
- Coordinate and implement the summer student and coop recruiting initiatives, programs, and careers fairs.
- Perform other special projects as assigned.

As a safety conscious CORâ„¢ Certified organization, we have an established and comprehensive safety program. We expect all employees to participate in our organizational health and safety programs, adhering to all safe work procedures focused on continuous improvement.

Northwestel values diversity in the workplace and is committed to the goals of Employment Equity. We strive to achieve a skilled workforce that is representative of the population we serve, and as a Northern company, we are committed to the employment and career development of our Indigenous peoples. Candidates must clearly indicate on their application if they are an Indigenous person, a woman, a person with a disability, or a visible minority if they wish to receive hiring preference.

### **Experience**

Minimum of three years of demonstrated end to end experience in union and non-union recruitment

### **Credentials**

A CHRP designation would be beneficial

### **Education Requirements**

Degree in Human Resources or related discipline

### **Essential Skills**

- Strong leadership, communication (oral and written), interpersonal and listening skills, as well as the ability to negotiate and solve problems considering the bigger picture & client input.
- Excellent organizational skills and the ability to keep pace with a constantly evolving client organization are required.
- Strong ability and a sense of demonstrated relationship management skills are essential.

### **Additional Skills**

-Excellent computer skills particularly with Microsoft Office Suite Programs in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping.

### **How to Apply**

- 1) Click Apply Now and you will be forwarded to our Career Home Page
- 2) Follow the on-screen instructions