



# 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

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/29

## Recruitment Specialist (NOC 12101)

<b>Job ID</b>	<b>3E-E4-6A-BB-09-67</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=3E-E4-6A-BB-09-67">https://careers.indigenous.link/viewjob?jobname=3E-E4-6A-BB-09-67</a>	
<b>Company</b>	Jully Wang Group Inc. O/a Nexus Immigration & Recruitment	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2023-04-12	To: 2023-10-09
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$33.11 to \$34.00 hourly (to be negotiated), 30 hours per week	
<b>Languages</b>	English	

### Description

Address: 2030 36 St. S.E., Calgary Alberta, T2B 0X8

Duration: Permanent, Full Time

Term: Day, Evening, Night, Weekend, Shift, Overtime, On Call, Flexible Hours, To be determined, Early Morning, Morning

Vacancies: 2

Education: Bachelor's degree

Experience: 3 years to less than 5 years

Work setting: Private sector

Tasks:

- Identify current and prospective staffing requirements
- Prepare and post notices and advertisements
- Collect and screen applicants
- Advise job applicants on employment requirements and terms and conditions of employment
- Review candidate inventories
- Contact potential applicants to arrange interviews
- Co-ordinate and participate in selection and examination boards to evaluate candidates
- Notify applicants of results of selection process and prepare job offers
- Advise managers and employees on staffing policies and procedures
- Organize and administer staff consultation and grievance procedures
- Negotiate settlements of appeals and disputes and co-ordinate termination of employment process
- Determine eligibility to entitlements and arrange staff training
- Provide information or services such as employee assistance, counselling and recognition programs
- Supervise personnel clerks performing filing, typing and record-keeping duties

Computer and Technology Knowledge

- Electronic mail
- Electronic scheduler
- Human resources software
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word
- Internet

Security and Safety:

- Criminal record check

Transportation:

- Valid driver's licence, Willing to travel

**Work Conditions and Physical Capabilities:**

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Repetitive tasks
- Attention to detail

**Personal Suitability:**

- Accurate
- Client focus
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Judgement
- Organized
- Reliability
- Team player

**Employment Groups:**

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Persons with disabilities, Newcomers to Canada, Visible minorities, Youth

**The Employer Accepts Applications From:**

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

**How to Apply**

Please apply by email [hr@nexusvisa.com](mailto:hr@nexusvisa.com), including job reference code Nexus\_12101, with the following documents:

- Job reference number
- Cover letter
- References attesting experience
- Letter of recommendation

This job posting includes screening questions. Please answer the following questions when applying:

- Are you currently legally able to work in Canada
- Are you willing to relocate for this position
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- What is the highest level of study you have completed

# Job Board Posting

Date Printed: 2024/04/29

## Recruitment Specialist (NOC 12101)

<b>Job ID</b>	<b>889C77B13B0F5</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=889C77B13B0F5">http://NewCanadianWorker.ca/viewjob?jobname=889C77B13B0F5</a>	
<b>Company</b>	Jully Wang Group Inc. O/a Nexus Immigration & Recruitment	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2023-04-12	To: 2023-10-09
<b>Job</b>	Type: Full-time	Category: Human Resources
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## Recruitment Specialist (NOC 12101)

<b>Job ID</b>	<b>503620DA11AD3</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=503620DA11AD3">http://NoExperienceNeeded.ca/viewjob?jobname=503620DA11AD3</a>	
<b>Company</b>	Jully Wang Group Inc. O/a Nexus Immigration & Recruitment	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2023-04-12	To: 2023-10-09
<b>Job</b>	Type: Full-time	Category: Human Resources
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