



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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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

Human Resources Coordinator

Job ID 93-B7-9B-20-FF-74

Web Address

<https://careers.indigenous.link/viewjob?jobname=93-B7-9B-20-FF-74>

Company Western University

Location London, Ontario

Date Posted From: 2021-07-06 To: 2021-08-05

Job Type: Full-time Category: Human Resources

Languages English

Description

About Us

Western University's vision is to be a destination of choice for the world's brightest minds seeking the best student experience at a leading Canadian research university. Combining more than 1,400 faculty, 2500 administrative staff, and 32,500 students, Western has established itself as a globally recognized destination for academic excellence and leadership development achieved through learning and research. Western prepares future leaders to succeed, providing life-long opportunities for intellectual, social and cultural growth to better serve our communities.

We are seeking a dedicated team player with a passion for providing excellent customer service to join our high-performing HR team in the role of Human Resources Coordinator. This is an exciting time to join Western's Talent Acquisition team, as we are engaged in extensive hiring of staff positions across our decentralized campus and continue to be committed to finding new and innovative ways to improve and diversify our recruitment strategies.

About the Role

In this role, as a client- and candidate-facing representative of Western and Human Resources, you will play a critical role in ensuring Western is providing the best candidate experience, as well as hiring the best possible talent, aligned with Western's vision and values, using a fair, rigorous, and inclusive process. Supporting the Talent Acquisition team and the many hiring managers within the University, you will assist in the administrative work associated with the recruitment continuum. This includes preparing postings using our applicant tracking system, scheduling interviews, completing references, and providing guidance and support to leaders with sourcing strategies and assessment methods. You will also have the opportunity to participate in projects to advance our recruitment objectives, provide input into process improvement, research recruitment trends and compile metrics, and assist with presentations and training.

About You

This role will appeal to a high energy, client focused individual with an interest in recruiting top talent. You will work closely with and be supported by a great team of HR professionals, but you will have accountability in your own role and be able to work independently with little supervision. You have exceptional customer service skills and a natural inclination to build positive relationships with

clients, supported by your excellent communication abilities. You are organized, have good judgment and confidence to interact with all levels of the organization, and you enjoy leveraging technology to improve efficiency in your work. In addition, you have an undergraduate degree (ideally, from Western!) and experience in a professional role that involves working with confidential information, preferably in recruitment/selection or human resources, which may include experience in a student or intern capacity. You are also working towards or have achieved your Certified Human Resources Professional or Leader designation (CHRP or CHRL).

How to Apply

Please visit: <https://recruit.uwo.ca> to apply online to job reference #23179 by midnight on July 18, 2021.

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.