



Stó:lō Service Agency – Finance and Administration

Building #5A-7201 Vedder Road
Chilliwack, BC V2R 4G5

June 11, 2024

RECRUITMENT AND SELECTION ADMINISTRATOR (EXTERNAL)

Stó:lō Service Agency (SSA) requires the services of a qualified **Recruitment and Selection Administrator** to fill a position with the **Operations Department**.

Under the supervision of the Human Resources Officer, the Recruitment and Selection Administrator will work closely with hiring Managers throughout the recruitment process. They will assist in developing accurate competency requirements, position specifications, and candidate profiles. The ideal candidate will be able to demonstrate functional expertise and market knowledge to identify and deploy a variety of recruiting methods to source and attract desired talent. They will demonstrate skilled assessment capabilities, ensuring candidates possess the right skills, competencies, behaviors and cultural fit, to meet both short term and long-term objectives of the organization.

This position will:

- Connect with candidates through professional negotiation, responsiveness, and exceptional communication skills.
- Maintain detailed records in recruitment files.
- Provide comprehensive written reviews to Hiring Managers on interviewed or screened candidates
- Ensure all internal control, compliance and regulatory guidelines are met.

The successful candidate will work out of the Chilliwack office. Some travel may be required for this position.

QUALIFICATIONS/REQUIREMENTS:

- Post-Secondary Education in Business Administration, Human Resources Management or nearing completion; with a combination of employment experience within the Human Resource field of recruitment.
- 2 - 3 years proven experience and success in a human resources or recruitment role.
- Knowledge of full-cycle recruitment, including communication development, selection, interview question developing, test screening, reference reviews and leading/participating in panel interviews both in person and virtual.
- Experience and knowledge with onboarding new employees.
- Knowledge or understanding of relevant employment laws and regulations including federal and provincial standards
- Experience with Computer systems (Microsoft Office Suite, HRIS), an aptitude for detailed work, ability to follow instructions, and possess basic analytical skills.
- Ability to deal tactfully with occasionally difficult employee engagement-related situations
- Experience working with First Nations organizations or communities would be an asset
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- Ability to maintain a healthy working relationship with staff, community representatives/members and representatives of other organizations. Including collaboration with other SSA programs and staff as required.
- Maintain the confidentiality guidelines of all records, materials and communications concerning clients, staff and SSA.

Successful candidates will be required to provide the following if screened in for an interview:

- Proof of education documentation
- References: Three names and emails/phone numbers of recent supervisors
- Must possess and maintain a valid Class 5 BC Drivers' License
- Proof of vaccination against Covid-19.
- Must successfully pass the required pre-employment Ministry of Justice Criminal records Check.

SALARY RANGE:

\$25.00 - \$27.50 per hour based on knowledge and experience.

TYPE OF POSITION:

Full-time with benefits, subject to 3-month probationary period and planned performance evaluations.

APPLICATIONS DEADLINE:

JUNE 28, 2024

Candidates will be screened according to the qualifications/requirements. Preference may be given to candidates of indigenous ancestry under Section 16(1) of the Canadian Human Rights Act.

Stó:lō Service Agency – Human Resources
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