



JOB POSTING

POSITION: Talent Acquisition Specialist
STATUS: Part-Time Hybrid Role
LOCATION: Kohl & Frisch Limited (Concord, ON)
REPORTS TO: Manager, HR Projects
DEPARTMENT: Human Resources

Primary Role of This Position

The primary role of the part-time Talent Acquisition Specialist is to acquire talent from various sources to fill open positions across the country for salaried and hourly roles. This will be achieved through the development of local recruiting plans, employing traditional sourcing strategies as well as developing new, creative recruiting ideas. The Talent Acquisition Specialist will be responsible for managing the recruitment process from intake meeting with hiring manager to presenting prepared offers to potential candidates. The Talent Acquisition Specialist will play a critical role in ensuring we hire the best possible talent.

Responsibilities

- + Facilitate an intake meeting with the hiring manager
- + Revise and update job descriptions and job postings
- + Create a recruitment strategy in collaboration with the hiring manager
- + Post open roles on various websites, corporate site, LinkedIn, etc.
- + Acquire passive talent, and attend job fairs and hiring events
- + Reach out to networks, community groups and associations, i.e., DEI groups, to acquire diverse talent
- + Screen and manage all incoming resumes manually
- + Pre-screen candidates and make recommendations to hiring manager
- + Coordinate interviews with hiring manager and other leadership as determined in the intake meeting
- + Manage distribution of assessments, background checks, and documented reference checks
- + Report progress, create and manage a recruitment tracker, develop KPIs and dashboards to update the Director and Manager of Human Resources

Qualifications

- + College diploma or degree or 5 years of recruitment experience preferable in the supply chain environment
- + Pharmaceutical industry experience is an asset
- + Complete understanding of the full-cycle recruitment practices
- + Experience with interpreting recruitment KPIs and formulating strategies
- + Excellent written and verbal communication skills
- + Behavioural-based interviewing skills and experience
- + Demonstrated skills with respect to interviewing and identifying suitable candidates
- + Ability to work under changing priorities, multitask effectively, and prioritize based on business needs
- + Strong attention to details and organizational abilities
- + Ability to relate to all levels of personnel and build strong working relationships
- + Good working knowledge of Microsoft Office (Excel)

How to Apply

If you are interested in applying, please submit a cover letter and a résumé by Monday, February 6, 2023, to: hr@kohlandfrisch.com.

Please ensure you specify the job title, **Talent Acquisition Specialist**, in the subject line of your email.

Note: We invite you to apply even if you do not meet all qualifications listed.

Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted. Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.