

Job Description		Procedure No.	xxx.JD.xxx
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HR Generalist/Recruiter

DEPARTMENT: Human Resources

LOCATION: Brockville, Canada

ACCOUNTABLE TO:

JOB SUMMARY

The HR Generalist/Recruiter will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization as well as support HR growth initiatives and infrastructure projects.

RESPONSIBILITIES/DAILY TASKS

- Responsible for ensuring compliance with all steps of the employment process from Recruitment, to Onboarding and Offboarding.
- Working closely with hiring managers to deliver recruiting success by filling approved job opportunities through sourcing researching, screening, and scheduling interviews with Leaders for potential candidates as well as skill rejecting those not meeting the minimum qualifications on the approved job description.
- Work with Manager, Human Resources to develop a recruiting plan, employing traditional sourcing strategies and resources as well as developing new, creative recruiting methods.
- Proactively source for candidates by using traditional sourcing strategies and resources as well as developing new, creative recruiting methods.
- Develop a pipeline of candidates in niche areas as determined by market needs and business strategies.
- Engage social media platforms to attract candidates and promote the advantages of employment with Newterra. This position plays a critical role in ensuring Newterra is hiring the best possible talent.
- Conduct candidates' reference and background investigation checks striving to raise our hiring bar with each recruit.
- Choose the most qualified candidates (create offer package) to refer to Business Units.
- Develop and update Job Descriptions.
- Complete Stay and Exit Interviews.
- Track and maintain goals, metrics (ex: turnover), and performance of the hiring cycle; maintain regularly communicated status and results to Manager.
- Maintain records, spreadsheets, and current HR files and databases.
- Propose and implement ongoing innovations and improvements to the recruitment process.
- This position also provides support and assistance for other projects and programs in Human Resources.

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QUALIFICATIONS

- Bachelor's degree with a focus on Human Resources or related field and a minimum of three years experience in a recruiting and/or generalist role with a broad understanding of HR functions.
- Strong computer skills in Microsoft Office Suite (Excel, Word, PowerPoint) and the ability to learn new computer applications quickly.
- Knowledge and understanding of Canadian employment laws and guidelines.
- Knowledge of employment legislation and practices in the USA is a plus.
- Knowledge of HRIS systems (ADP, BambooHR).
- Proven track record in recruiting.
- Self-motivated; takes initiative, resourceful, can work independently.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Excellent organizational skills.
- Passion for outstanding customer service.
- Must possess a high degree of integrity, reliability, and trustworthiness.
- Travel opportunities at 20%.
- Maintain a high level of professionalism and confidentiality at all times.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. If you require accommodation due to a disability at any time during the recruitment and/or assessment process, please contact Human Resources and we will make all reasonable efforts to accommodate your request.

We sincerely thank all applicants for their interest but will only contact those under consideration.