



## Role Description

<b>Job Title:</b> Recruiter/ HR Coordinator	<b>Department:</b> Human Resources
<b>Reports to:</b> Manager Human Resources	<b>Start Date:</b> March 1 <sup>st</sup> , 2012
<b>Location:</b> Calgary, Alberta	

### **THE COMPANY**

Worldlynx Wireless is the largest, national independent Bell and Bell Aliant branded dealer in Canada, offering a truly national geographic footprint, a dedicated and experienced direct sales force and 60 retail locations and sales offices coast-to-coast.

### **ROLE DEFINITION**

Reporting to the Manager Human Resources, the Recruiter/HR Coordinator is primarily accountable for, but not limited to, recruitment and onboarding operations. The recruitment aspect of this role constitutes approximately 70%-75% of the incumbent's focus. The remainder is allocated to Human Resources Coordinating and administrative functions.

### **LOCATION**

Calgary, Alberta

### **KEY RESPONSIBILITIES**

- Establishing the Worldlynx recruiting standards, processes and toolkits items:
- Creating recruiting toolkit items such as:
  - Recruiting process flowchart
  - Recruiting steps checklist
  - New Hire forms
  - Reference check forms
  - Interview guides
  - Recruiting manual
  - Job Ad copy
  - Recruiting policy
- Arranging postings on our website, job boards, and other venues for promotion
- Managing contracts / relationships with 3<sup>rd</sup> party search firms & related external partners
- Preparing offer letters for hiring managers, using standard templates / process
- Creating the post-recruiting / onboarding process for all new Worldlynx employees
- Performing reference checks
- Conducting prescreening profiling using standardized Worldlynx-approved tools
- Liaising with hiring managers, providing full service through to onboarding support
- Preparing and delivering welcome packages to new employees
- Creating and conducting orientation programming
- Recruitment strategies including networking / pipeline-filling tactics

## **QUALIFICATIONS & EXPERIENCE.**

- University-level education or experience in the discipline of Human Resources
- Three (3) years recruiting experience
- Experience and skill in dealing with employees at all levels
- Strong computer and graphic skills
- Excellent presentation skills
- Strong planning and organizational skills
- Attention to detail, both in written communications and numerically-based reports
- Ability to multi-task and work well within a team
- Ability to work at a faster-than-average pace
- Calm and focussed under pressure
- Extroverted nature, enjoys working with people and interacting on a regular basis

## **BENEFITS**

We offer a competitive salary, a full range of benefits and equal employment opportunities to all.

## **IDEAL CANDIDATE**

- Is specifically interested in pursuing a career in Human Resources
- Has a keen desire to learn the business and operate to a best-in-class standard
- Is highly people-oriented and enjoys a wide variety of responsibilities
- Is capable of performing both routine and more sophisticated tasks equally well
- Has a solutions (vs problems) based mindset
- Takes initiative and stays connected to the HR team, and the employee base
- Works collaboratively but also very capable of operating independently as required

**NB.** Only candidates selected for interviews will be contacted. We greatly appreciate your interest.

**TO APPLY:** Please send your CV to [cbacon@worldynxwireless.com](mailto:cbacon@worldynxwireless.com) and state "Job Posting – Recruiter/HR Coordinator" in the subject line.