

FS Staffing

<https://www.fsstaffing.ca/job/hr-generalist-employment-specialist/>

Employment Specialist

Description

Position Summary:

The HR Generalist / Employment Specialist is responsible to develop relationships with employers and market our clients in an effort to help them secure work. We are looking for an outgoing individual who is comfortable building meaningful relationships to develop connections for employment opportunities. This person will also bring with them their job search strategy and labour market expertise to ensure program and employment targets are met.

Main Tasks & Responsibilities:

- Generate own employer and job leads
- Identify employers who will provide opportunities for job seekers.
- Provides full cycle recruitment including, sourcing, posting jobs, screening, interviewing, assessment scoring, reference checking, evaluating and providing quality candidate recommendations to hiring managers.
- Plan for and execute sourcing and social media strategies to build candidate flow and talent pipeline.
- Maintain personal and electronic outreach relationships with candidate pipeline. Consistently deliver outstanding candidate experiences throughout the recruitment cycle.
- Participate in career fair and information sessions to support ongoing recruitment requirements.
- Proactively work with client group and manager to develop recruitment strategies and processes.
- Build client knowledge and relationships with our customers.
- Maintaining attendance tracking software for all clients.
- Responsible for share of after hour's duties (answering cell phone, replacing sick calls, assisting clients).
- Excessive work hours are very likely during our busy period (50+).
- Must be able to assist with client start-ups for all shifts
- Soliciting for potential employers, and be comfortable with cold calling. Generate job leads and market participating clients to employers and advocate on the clients' behalf.
- Match clients with suitable job openings and arrange interviews with employers
- Organize and facilitate on and off-site events, such as employer sessions, hiring events, information sessions, labour market orientations, and networking panels.
- Maintain accurate, up-to-date, and complete personnel records.
- Monitor human resources related documentation to ensure accuracy, consistency, and relevance to business processes.
- Ensure compliance with relevant employment and occupational health and safety legislation.
- Maintain database and files for certified and classified substitute employees.
- Prepare and post notices and advertisements, and collect and screen applications.
- Perform the orientation/onboarding of new hires and the training of all employees.
- Check prospective employee references.
- Participate in the recruitment, interview and hiring of potential job candidates.
- Maintain human resources information and related records systems in compliance with applicable legislation.

Employment Type

Long Term Part-time

Beginning of employment

AS SOON AS POSSIBLE

Date posted

August 22, 2019

- Participate in professional development activities to improve knowledge and skills.
- Deliver Labour Market related workshops and promote job development and other supporting services.
- Maintain detailed employer and client records; enter all required information into database system; ongoing updates and reporting of outcomes to supervisor.
- Negotiate 'Training Incentives' with employers and ensure that all necessary agreement details are finalized and documentation completed.
- Participate in outreach to new and existing community partners; participate in outreach to potential clients.
- Outreach to employer to identify opportunities in the "hidden" job market.
- Assessment of an employer's workplace capacity to provide a workplace training.
- Providing assistance with career focus both on one on one as well as in group setting through workshop facilitation, off-site employment counseling/ workshop facilitation when applicable.
- Market job seekers to employment opportunities and solicit placements, paid internships, and apprenticeship opportunities on behalf of clients.

Job Types: Part-time, Permanent