



TSUUT'INA NATION

HUMAN RESOURCES DEPARTMENT

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EMPLOYMENT OPPORTUNITY

***** TALENT ACQUISITION ASSISTANT*****

REF #83 POSTING EXTENDED TO SEPTEMBER 16, 2021

Department: Human Resources
Reports to: Director, Human Resources

JOB SUMMARY:

The Talent Acquisition Assistant facilitates the recruitment process as outlined in the Tsuut'ina Human Resources Policies and Procedures Manual. Working closely with Hiring Manager, HR Director and HR Partners, the Talent Acquisition Assistant is responsible for Full Cycle Recruitment.

DUTIES & RESPONSIBILITIES:

- Independently execute Full Cycle Recruitment in accordance with the guidelines outlined in the Tsuut'ina Human Resources Policies and Procedures Manual to ensure consistency and transparency.
- Receive and review Human Resources Recruitment Forms and ensure all recruitment information is complete and accurate.
- Work closely with the HR Partners to create or update job descriptions, panel participants and interview questions.
- Post employment opportunities according to the Recruitment Form and advise the HR Partner and Hiring Manager when positing closes.
- Screen and shortlist all applications submitted for each vacant position, identifying candidates of interest for the Interview.
- Set up the Interview Panel & Observer, ensuring there are no conflicts of interest with the Candidates being interviewed, and contact candidates to arrange the Interview Schedule.
- Book meeting rooms, prepare interview binders, create the comparison sheet and collect the Panel Recommendation Sheet.
- Network within the Community and the Organization to locate qualified candidates and build a list of qualified interview panel members.

- Create an up to date on-call list for positions such as Receptionist, Custodian, etc and reach out to Community Members on a monthly basis to ensure candidates are available and interested in prospective employment.
- Create and maintain a Recruitment Dashboard and report monthly on Recruitment Metrics.
- Respond to patron applicant inquiries in a timely and professional manner.
- Attend career/job fairs, develop relationships with the Post-Secondary Department, Employment Resource Center, and Training and Development Programs to identify potential Nation Member candidates for upcoming positions.

QUALIFICATIONS & REQUIRMENTS:

- Knowledge of Tsuut'ina Nation Culture and Language is required.
- Valid Driving License and reliable transportation are required, as some travel between buildings on Tsuut'ina Nation may be necessary.
- A clear and current Vulnerable Sector Check is required.
- Registered Professional Recruiter (RPR) certificate is considered an asset.
- A minimum of one (1) year of experience with high volume recruitment at all levels of the organization is considered an asset.
- Experience using Applicant Tracking Systems is considered an asset.
- Knowledge in Microsoft Applications, such as Word, Excel, Power point and Outlook.
- Exceptional attention to detail with a proven ability to consistently contribute in a fast-paced changing work environment.
- Excellent interpersonal and communication skills.
- Strong organizational and time management skills.
- Able to work independently with minimal supervision.