Recruitment & Sourcing Assistant, People, Culture, and Inclusion
(Posted: August 16, 2023 – August 23, 2023)

Job ID #: 2023-Admin-09

Position: Recruitment & Sourcing Assistant
ISSofBC- Vancouver
Temporary full-time (hybrid) position at 35 hours per week starting as soon as possible till March 31, 2024.

At ISSofBC we believe in:
❖ Working with purpose
❖ We aspire to improve
❖ We cultivate belonging
❖ We are genuine

Why choose us!
Join ISSofBC, one of the largest and first newcomer and refugee agencies in Canada. As well as being a values-driven organization, we pride ourselves on diversity, inclusion, innovation, and transparency. You can make lifelong friends and connections when you join our family. What’s more, we also have multiple locations and offer flexible working and shorter working weeks than most organizations.

Summary:
The Recruitment and Sourcing Assistant plays a vital role in supporting the recruitment team by assisting in candidate sourcing, screening, and administrative support to maintain an efficient and effective recruitment process.

Reporting Relationship:
Manager, People, Culture and Inclusion

How You’ll Make a Difference:

Recruitment and Sourcing:
• Assist in sourcing potential candidates through various channels, including job boards, social media platforms, and professional networks.
• Support the implementation of an applicant tracking system (ATS).
• Review resumes and applications to screen candidates based on predefined criteria and job requirements to evaluate candidate qualifications and suitability.
• Schedule interviews, assessments, and follow-up communication with candidates and hiring managers/panels.
• Participate in recruitment events, job fairs, and networking activities to attract potential candidates and promote the company's employer brand.
• Support the creation and posting of job advertisements on different platforms.
• Engage with candidates to provide information about the company, job roles, and the recruitment process.
• Collaborate with the recruitment team to ensure a steady pipeline of qualified candidates for various positions.
• Assist in drafting and sending out offer letters, employment contracts, and other relevant documentation to successful candidates.
• Provide administrative support to the recruitment team, including maintaining recruitment records, preparing reports, and organizing candidate documentation.
• Keep abreast of industry trends and best practices in recruitment and sourcing to contribute fresh ideas and approaches.

HR:

• Assist in the onboarding process, including preparing new hire paperwork, supporting employee orientations, and coordinating training sessions. Support the implementation of an applicant tracking system (ATS).
• Maintain accurate and up-to-date employee records in the HRIS (Human Resources Information System) or other databases.
• Process HR-related documentation, such as employment contracts, offer letters, and status change forms.
• Respond to employee inquiries about HR policies, procedures, benefits, and other related matters.
• Assist in benefits enrollment and ensure timely communication with employees regarding benefits changes.
• Coordinate employee engagement activities and recognition programs.
• Assist in managing employee leaves, including tracking time-off requests and maintaining leave records.
• Support HR projects, initiatives, and data analysis as required.
• Help ensure compliance with HR laws, regulations, and company policies.
• Generate HR reports and compile data for HR metrics and analysis.
• Assist in coordinating employee training and development programs.
• Collaborate with other HR team members to provide comprehensive HR support.
• Maintain confidentiality and professionalism in handling candidate and company information.

What you Bring:

Bachelor’s degree in human resources, Business Administration, or a related field and 2 - 4 years of experience in a recruitment support or administrative role, or an equivalent combination of education, knowledge and experience. Familiarity with HR practices, policies, and employment laws. Pursuing CPHR designation is an asset.

What Makes You a Change Maker

• Proficiency with candidate sourcing methods, job boards, and social medial platforms
• Strong organizational skills with the ability to manage tasks, deadlines and candidate information effectively
• Excellent communication skills, both written and verbal, to engage with candidates and team members
• Proficiency in Microsoft Office Suite (Word, Excel PowerPoint) and other relevant members
• Attention to detail and the ability to screen candidate qualifications against job requirements
• Ability to work collaboratively in a fast-paced team environment
• Positive attitude, adaptability and willingness to learn and grow in a dynamic role
• Knowledge of applicant tracking system (ATS) is a must
ISSofBC’s mission and values emphasize inclusivity and recognition of individuals’ unique talents. In recruiting and developing our staff, we see strength in diversity of backgrounds, lived experiences, and identities. We welcome and encourage applicants who bring new perspectives and experiences to our team.

**ISSofBC Value Proposition**
- Extended health and dental benefits
- Eligible for Employer RRSP contribution at 3% with no required employee contribution. Optional employee RRSP contribution at 1-5% with employer contribution up to 5%.
- Additional 6% of gross earnings in lieu of accrued vacation
- Inclusive Culture: Collaborative peers with a wide range of backgrounds and talents
- Innovative workplace with opportunity for new approaches

If you are passionate about making a difference, apply now!

Applications must include "2023-Admin-09" in the subject line and can be sent to: jobs@issbc.org. **All applicants are requested to submit a Cover Letter, outlining their interest in this role, and Resume as a single document in doc or pdf format.

*For Internal Applicants* – existing employees and volunteers, please indicate “INTERNAL <2023-Admin-09>” in the subject line.

Applicants must be eligible to work in Canada. Satisfactory completion of a Criminal Records Check is a condition of employment. We thank all applicants for their interest, however, only those shortlisted will be contacted for an interview.

**Closing Date: By 4 pm, Wednesday, August 23, 2023**