



## Exhibition Place

### JOB OPPORTUNITY

**JOB TITLE:** Human Resources Consultant,  
Recruitment

**JOB TYPE:** Permanent

**HOURS OF WORK:** 35 hours/wk.

**SALARY RANGE:** \$63,372 - \$79,926/yr.

**POSTING DATE:** March 19, 2020

**CLOSING DATE:** April 17, 2020

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Reporting to the Human Resources Manager, the Human Resources Consultant, Recruitment will provide Human Resources services including staffing, workforce transition, recruitment, total rewards, employee training, and salary administration.

#### Major Responsibilities

- Responsible for all phases of internal and external recruitment activities (new hires, promotions, transfers, recruitment, screening, testing, interviews, reference checking documentation and preparing employee agreements)
- Prepare job descriptions, review and evaluate jobs using the Hay job evaluation method
- Plan and attend candidate outreach initiatives, events, and career fairs; participating in the development of initiatives to attract quality candidates
- Develop and implement recruitment related programs and initiatives such as advertising, coops/internships and diversity outreach etc.
- Attract qualified internal & external candidates through posting on appropriate websites, job boards according to set policies and processes
- Conduct all post offer activities including follow up and feedback to both internal and external candidates; complete all required administrative activities including communication regarding compensation, etc.
- Lead new hire orientation sessions and onboarding of new hires
- Identify training needs and source and coordinate; facilitate training initiatives as required
- Lead the annual market/pay for performance process.
- Counsel employees on related human resource matters
- Assist with the initiation, development, implementation and evaluation of policies, programs and procedures related to human resources
- Manage Human Resource Information System and/or database and prepare monthly, quarterly annual reports as needed
- Perform other duties as assigned

#### Required Qualifications

1. Certified Human Resources Professional or equivalent combination of education and experience in a discipline pertinent to the job function.
2. Several years' experience in human resources in a major unionized public or private sector organization.
3. Experience in the promotional process including the management of both internal and external competitions.
4. Experience utilizing software packages (word processing, spreadsheets, databases and electronic mail).
5. Experience with ADP Workforce Now and/or Human Resources Information Systems an asset.
6. Working knowledge of employment and related legislation (Human Rights Code, Employment Standards Act), contractual obligations, collective agreements and human resources policies and practices.
7. Knowledge of job evaluation methods an asset.
8. Good interpersonal skills with the ability to communicate effectively, both verbally and written at all organizational levels.
9. Demonstrated ability to handle confidential documents and reports.
10. Proven customer service skills.

#### **How to Apply:**

To apply for this position, mail, fax or e-mail your resume/application and cover letter which describes your qualifications in relation to the qualifications required to: Human Resources Division, 100 Princes' Boulevard, Suite 1, Exhibition Place, Toronto, Ontario, M6K 3C3. Fax (416) 263-3690 or by e-mail to [humanresources@explace.on.ca](mailto:humanresources@explace.on.ca).

**Equity, Diversity and Inclusion:**

Exhibition Place is committed to fostering an inclusive, accessible environment where all employees and members of the public feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the public and the communities in which we live and serve.

**Accommodation:**

If you are an individual who requires accommodation to apply to this position, due to disability under the Ontario Human Rights Code, please email us at [humanresources@explace.on.ca](mailto:humanresources@explace.on.ca) quoting job title and closing date. Exhibition Place is committed to providing Code-protection accommodation throughout its hiring process.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.