



Supply Ontario is a new provincial agency with an ambitious mandate to transform and modernize the province's public sector supply chain management system.

Supply Ontario's vision is to build world-class capability that harnesses Ontario's buying power to enable economic development, province-wide resilience and value for Ontarians. We are currently establishing our initial operations, building our foundational infrastructure and planning for how the agency can best provide services. To learn more about Supply Ontario, please visit [www.supplyontario.ca](http://www.supplyontario.ca).

## RECRUITMENT SPECIALIST

As the Recruitment Specialist, you will report to the Human Resources Manager and be accountable for leading the end-to-end recruitment process and developing and executing talent acquisition strategies to Supply Ontario's current and future talent needs.

You will be a knowledge expert as you provide your advice and expertise directly to managers in this evolving, high-profile organization as it moves through its start-up phase. You will have a successful track record in the design of outreach strategies and will apply tools and techniques that result in attracting the most qualified candidates. Your ability to translate the skills and experience required by business units into effective recruitment and selection materials will be a key factor in your success and your attention to detail will ensure effective outcomes. You will establish strong relationships at all levels in the organization, have the confidence to promote innovative talent attraction strategies and be a trusted advisor to the management team

In this role, your key responsibilities will include:

- Provide value-added consultation and guidance to hiring managers to influence the strategy, approach or process to maximize recruitment.
- Work effectively with managers to plan for staffing needs and develop talent attraction strategies specific to their business needs.
- Develop job postings and provide guidance in the design and implementation of interview candidate interview and evaluation processes.
- Develop standards, processes, tools and templates to ensure consistency and fairness in the recruitment process.
- Coach hiring managers in the design and application of candidate selection processes to ensure an effective, consistent and fair hiring process.
- Lead the implementation of strategic recruitment initiatives and outreach tools to ensure a constant pool of qualified candidates based on workforce plans and changing business needs.
- Partners with external recruiters, HR team members, and internal stakeholders to drive staffing requirements.
- Collect and analyze recruitment data and translate findings into initiatives that maximize recruitment outcomes.

Successful candidates will demonstrate the following:

- Degree in Human Resources, or related degree and relevant experience; professional certification (CHRP) is preferred.



- Minimum 6 years of progressive recruitment experience with at least 2 years developing and executing sourcing strategies.
- In-depth knowledge of HR management best practices, processes and procedures relating to recruitment.
- Knowledge of HR-related legislation such as Ontario Employment Standards Act, WSIB, Human Rights Code, Pay Equity Act, Occupational Health and Safety Act.
- Ability to build trust and rapport with managers through demonstrating sound judgement and providing effective advice.
- Ability to translate recruitment strategies into actionable plans and results.
- Good political acuity to recognize and take into account sensitive situations.
- Strong analytical, problem-solving and decision-making abilities.
- Project management skills and demonstrated ability to manage multiple searches, clients and projects simultaneously.
- Strong written, verbal, and interpersonal communication skills required to work effectively with all levels of staff and management.

Supply Ontario offers a competitive compensation package including benefits and defined benefit pension plan.

**HOW TO APPLY:** To apply, please click on the following link: [APPLY NOW](#) by **March 11, 2022**. We thank all applicants for their interest, however, only those selected for further consideration will be contacted. If you have questions, you can also contact Luciana Da Silva at 416-237-1500 x.266 or [luciana.dasilva@hrassociates.ca](mailto:luciana.dasilva@hrassociates.ca).

Supply Ontario is an inclusive employer which respects equity, inclusion, diversity and anti-racism.

Accommodation, if required, will be provided throughout the hiring process in accordance with the *Ontario Human Rights Code*.