



## Recruitment Officer

Science North's vision is to be the leader among science centres in providing inspirational, educational and entertaining science experiences. As Canada's second largest science centre, Science North operates a multi-faceted operation in Sudbury, Ontario along with a thriving International Sales business. Science North is excited to announce that we are recruiting for a Recruitment Officer with a passion for people. This newly created role will work alongside a small but mighty Organizational Development team and help guide and support recruitment requirements across the organization.

If you thrive in a dynamic and busy environment, enjoy working with people and are passionate about making a lasting impact across the organization, then we want to hear from you!

### PRIMARY RESPONSIBILITIES:

- In collaboration with Science North's hiring managers help coordinate all recruitment activities related to recruiting and selecting Science North staff
  - Writing of job postings
  - Posting of vacancies
  - Screening and shortlisting recommendations
  - Interview planning and logistics
  - Development of interview questions
  - Participating in recruitment interviews
  - Conducting reference checks
- Maintain and put in place recruitment tracking processes to manage ongoing recruitments
- Update and train hiring managers on Science North' applicant tracking system
- Update the Manager, OD Operations and Director, OD on recruitment status

### QUALIFICATIONS:

- Minimum College Diploma in related field, preferably in a field related to Human Resources
- At least three years' professional experience in Human Resources, including direct recruitment experience
- **Fluently bilingual written and verbal (English/French)**; ability to interview in both official languages
- Hands-on experience with current recruitment techniques
- Able to work both independently and within a team environment

As the successful applicant you will have the ability to speak with ease to anyone and be able to spot that special "X" factor in prospective candidates. You will have the finesse necessary to interact with and influence hiring managers at all levels and you will apply exceptional facilitation and communication (written and verbal) skills to ensure a seamless hiring process for managers and applicants alike.

This is a full-time contract position for 24 months, with possibility of extension, supported by an excellent compensation package:

- Starting salary range \$32,200 to \$40,000 per year, based on experience
- Annual performance and merit increase consideration
- Group benefit package including medical, dental, vision, travel insurance, following waiting period
- Pension plan following waiting period
- Free or discounted admission to partner attractions outside Sudbury, Science North attractions and program discounts

Apply online at <http://sciencenorth.ca/careers>. An early application represents your best opportunity for consideration. Science North is committed to an inclusive workplace and invites applications from all qualified individuals to join our diverse team. Accommodations are available upon request in all aspects of Science North's selection process. We thank all interested candidates; only those selected for interviews will be contacted.