



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

<u>POSITION:</u>	Recruitment Specialist, Human Resources
<u>DURATION:</u>	Fixed-Term, Full-Time – (18 month replacement) Six (6) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$979.13 to \$1,105.88 Per Week
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Friday, March 21, 2025 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE</u> THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED
	<ul style="list-style-type: none">✓ Applicant checklist✓ Letter of intent✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: kahnawake.com/job-opportunities

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Indigenous candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



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RONWATIO'TÉNHSE RAOTIRIHWASHÓN:A RONTÉRIHWATSTERÍSTHA'

Job Title:	Recruitment Specialist
Division:	Human Resources
Reports To:	Recruitment and Staffing Manager
Date of Job Description	February 2025
Purpose:	
<p>The Recruitment Specialist is responsible for sourcing quality candidates to meet the needs of the organization. The incumbent will participate in the full recruitment lifecycle, from posting and sourcing to selection, and collaborate with hiring managers and the HR department to gain an understanding of the best-fit applicants for the organization.</p>	
Roles & Responsibilities	
<p>Facilitates and implements all phases of the recruitment process.</p> <ul style="list-style-type: none"> • Sourcing and reaching out to qualified candidates for current open roles. • Serving as a go-between for candidates and hiring managers. • Screen resumes and conduct initial phone interviews to assess candidate qualifications and fit. • Coordinate, schedule, and participate in interviews with hiring managers and candidates. • Conducts reference checks and processes criminal background screenings for selected candidates. • Monitors and may oversee the coordination of assessments, tests, or physical examination/drug testing. • Extends job offers and negotiates terms of employment with selected candidates. • Collaborate with the HR team to ensure a smooth onboarding process for new hires. • Provides support managing temp list, Professional Services Agreements, Summer Student Employment Program, and other transitional programs. • Contributes to the continuous improvement of strategies and processes and assists with other HR-related projects and initiatives as needed. 	
<p>Carries out all recruitment-related administration.</p> <ul style="list-style-type: none"> • Employment application intake. • Prepares correspondence, letters of offer, and employment contracts. • Maintain accurate and up-to-date records of candidate information and recruitment activity in the applicant tracking system. • Coordination of job postings and any related external advertising. • Provides updates to stakeholders. • Preparation of new hire files and paperwork, and completes onboarding processes to ensure proper employee set up. • Sends the onboarding survey to new employees and ensures the data is compiled and accessible to the Manager of Recruitment and Staffing. • Responds to general inquiries regarding job postings. 	



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Maintains accurate records for the recruitment functions.

- Maintains the list of vacant positions for the organization, ensuring access is provided to the Finance Manager for the budgeting process.
- Creates and manages new employee profiles in HRIS and electronic personnel files.
- Creates new employee profile in HRIS and inputs employee details.
- Ensures accuracy of employee details when uploading to HRIS.
- Maintains and destroys recruitment and hiring files in accordance with the established access, retention and destruction guidelines.
- Initiates the creation of employees' electronic personnel files.

The statements herein reflect general details to describe the principal functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Education & Experience

- DEC or Certificate in Office Administration or Human Resources Management, plus one (1) year of relevant experience.
- OR
- DEP in Secretarial Science, plus three (3) years of relevant experience.
- OR
- High School Diploma, plus five (5) years of relevant experience and relevant courses.
 - Certified Human Resources Professional (CHRP) or Certified Human Resources Leader (CHRL) designation is an asset.

Knowledge, Skills, Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong attention to detail and accuracy.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
- Proficient with Microsoft Office Suite or related software.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment

- Five-day work week and work is performed in a typical office environment.
- Moderate stress due to workload.
- Occasional overtime.



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Commitment Statement:

I serve the Kahnawà:ke community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____