

Talent Acquisition Specialist

(HR Manager - Staffing)

Location: Regina or Saskatoon, Saskatchewan

Position Type: Permanent Full-Time

Number of Positions: 1

Salary: \$69,968 - \$93,291 (Will be based on education and experience)

About SaskTel

SaskTel is the leading Information and Communications Technology (ICT) provider in Saskatchewan, with over \$1.2 billion in annual revenue and approximately 1.35 million customer connections. SaskTel offers a wide range of ICT products and services including competitive voice, data and Internet services, wireless data services, maxTV services, data centre services, cloud-based services, security monitoring services, advertising services, and international software and consulting services with a workforce of approximately 3,600 employees.

Join our HR team:

SaskTel is currently on the hunt for an energetic team member with a passion for sourcing exceptional talent in a competitive market. In this role, you will lead end to end talent acquisition activities and play a critical role in shaping SaskTel's workforce throughout Saskatchewan. This position can be based in Regina or Saskatoon.

What you will do:

- Responsible for sourcing top talent and delivering an exceptional candidate experience. In partnership with SaskTel's leaders, you will work to better understand each department's hiring needs and develop short and long term strategies to address talent gaps and manage the talent acquisition process for SaskTel vacancies from beginning to end. This involves managing and prioritizing a diverse workload of positions including high volume hiring and external sourcing.
- Accountable for complying with the company's corporate policies, provincial/federal regulations, and collective agreement requirements throughout the hiring process.
- Accountable for proactively sourcing diverse and qualified equity candidates to build a representative workforce reflective of the customer base we serve.
- Responsible for researching, evaluating, and implementing highly effective recruitment tools and solutions to meet departmental hiring needs.

- Provide expert advice to employees and external candidates regarding employment opportunities and specific position requirements.
- Research and adjust business practices to reflect current and emerging recruitment trends and labour market changes in order to attract qualified talent.
- Responsible for consulting and acting as a liaison between departments, external agencies and employees on work place accommodations to ensure inclusive work environments.
- Continuously promote SaskTel as an employer of choice within Saskatchewan. This includes developing and maintaining professional relationships with external organizations, post-secondary institutions and educating job seekers through networking events and promotional activities.

What we are looking for:

- Post secondary education in Business Administration (majoring in HR management) and/or a combination of 2 years related training and experience. CPHR designation is an asset.
- Strong experience driving talent sourcing initiatives using a variety of tools such as social media, professional networks and relationship management techniques.
- Knowledge of human resources best practices, employment laws and policies.
- Thorough knowledge of and experience in the area of diversity, employment equity and inclusion.
- Excellent interpersonal skills with the ability to establish and maintain open and honest relationships with a diverse group of individuals.
- Strong organizational skills with demonstrated ability to effectively prioritize multiple tasks and provide accurate and timely information in a fast paced environment.
- Demonstrated ability to analyze issues and exercise good judgment and initiative when responding to requests.
- High tolerance for ambiguity and stress.
- Strong computer literacy including proficiency with Microsoft products as well as database and internet applications.
- Proficient in public speaking and delivering presentations.
- Ability to travel throughout the province from time to time.

Closing date: September 23, 2021

Thank you for your interest in SaskTel - we look forward to reviewing your application!