

Job Details

Job Title Recruiter - Lawson Research

Job ID 63040

Location Other

Full/Part Time Full-Time

Regular/Temporary Regular

Favorite Job ☆

Posting Period

Open: September 27, 2018

Deadline: October 11, 2018

Non-Union

Department Name

Lawson Health Research Institute

Reporting to the Manager, Research Human Resources, the Recruiter is responsible for the internal and external recruitment and selection process for research positions and the registration of students/volunteers within research. The Recruiter assists with completing job fact sheets, conducts resume screening and telephone/email pre-screening, ensures reference checking is completed, conducts background checks, reviews applicant test results and succeeds or eliminates applicant from competition accordingly, conducts interviews, and determines if applicant is ready for hire. This role maintains regular contact with applicants deemed ready for hire, including extending offers of employment and ensuring completion of pre-hire documentation. They will be responsible for onboarding and orienting research staff and students and developing/maintaining a research handbook. The Recruiter will also provide backup to the other Associates in the areas of payroll, compensation, and general HR support to research staff and affiliates.

Rate of Pay: To Commensurate with experience

Hours of Work: 37.5 hours per week

Qualifications

- Successful completion of a two year Diploma in Human Resources, Business, or related field or three year diploma in Human Resources Management, Industrial relations, Business, or related field
- Certified Human Resources Professional (CHRP) preferred
- Minimum two (2) years recent, related job experience preferably in a research or health sciences related environment
- Advanced verbal and written communication skills
- Demonstrated proficiency with PeopleSoft, Microsoft Office (Excel, Word, PowerPoint, Outlook), Internet and Intranet
- Well-developed problem solving skills in a deadline oriented environment
- Advanced customer service focused
- Advanced interviewing skills
- Demonstrated knowledge of current and leading edge recruitment and selection trends and methodologies
- Demonstrated proficient presentation skills
- Advanced ability to function harmoniously within a team environment
- Proficient knowledge of relevant employment legislation (i.e. ESA)
- Proficient critical thinking skills and the ability to conceptualize, analyze and solve problems
- Demonstrated knowledge of and commitment to the principles of patient and family centred care
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

London Health Sciences Centre fosters a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

We are committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

As part of the assessment process applicants may be required to complete a written examination or test. Successful candidates, as a condition of job offer, would be required to provide a satisfactory police information check (original document) completed in the last 3 months.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.