

## HR – Recruiter

**Enrich a life. And your own.**

Commitment. Quality. Care. Respect. At **PARC Retirement Living**, we live up to these promises every day.

Are you seeking an opportunity where your job enhances the lives of others? Where you can thrive in a compassionate, supportive, team-oriented environment? And where you can bring heart and soul to your job? Then let's talk.

We are a growing group of award-winning residences in the Lower Mainland, offering Independent Living+ for seniors. Our focus is on improving and enhancing the daily lives of our residents by fostering the very best in their health and well-being.

We hire employees who are driven to make a distinct and gratifying difference, and wish to enrich the lives of our residents as well as their own. Make the move, and make a difference.

We are looking for an exceptional **Recruiter** with strong interpersonal and problem-solving skills to provide HR services with a focus on recruitment. As the successful candidate you will work closely with the HR team to champion a constructive culture across the organization. Join us to build a strong recruitment brand and strategy, encompassing social media, campus recruitment, and diversity recruitment.

### **Position Profile and Responsibilities:**

- Excellent knowledge of HR principles and practices with a minimum of 1 years' experience in an HR position focusing on administration and recruitment
- Experience in hospitality setting an asset
- Understanding of candidate pipeline management, career fairs, campus engagement, social media and diversity recruitment essential
- Degree or Diploma in HR Management or related field preferred
- Ability to counsel PARC management on job candidate selection and interviewing
- Strong interpersonal and relationship building skills with the ability to influence and build consensus
- Demonstrated initiative and the ability to work effectively within time constraints
- Proficiency in social media recruitment and Microsoft Office software with strong administrative skills
- Ability to develop and present reports in a timely manner
- Strong commitment to continuous process improvement with a focus on effective delivery of Recruitment services
- Ability to work effectively at all levels of the organization
- Strong self-starter, collaborative ability to work in a team environment or independently
- Ability to manage multiple projects and priorities
- Passion for customer service excellence and understands what it takes to work in a customer centric environment

If this ad piqued your interest, please apply by emailing your cover letter and resume to [careers@parcliving.ca](mailto:careers@parcliving.ca) by **May 31<sup>st</sup>, 2018**.

*We thank you for your interest in this exciting opportunity. Please note that only shortlisted applicants will be contacted.*