



# BUILD A CITY. BUILD A FUTURE.



## RECRUITER (1 YEAR TERM)

It's no secret that the City of Surrey is growing at a rapid rate. With that growth comes numerous job opportunities across the organization to serve the residents of this great City. Attracting and recruiting highly skilled employees is a top priority for us and to support this growth we are adding an Employment Specialist to our team of dedicated and passionate talent acquisition professionals. If you enjoy working in a fast-paced environment and are interested in joining a BC Top Employer, this may be a great fit for you!

These are your skills and how they will be used on the job. If this sounds like you, we want to hear from you!

- Your customer centric approach and relationship management skills will be critical as you build and maintain valued partnerships with hiring managers, stakeholders, and provide an excellent applicant experience.
- You will use your exceptional organizational skills to coordinate full-cycle processes for high-volume recruitment.
- Your outstanding communication skills will be imperative as you conduct job interviews, reference checks, and negotiate with candidates for a wide variety of occupations.
- You will use your presentation skills to attend career fairs, events and deliver in-house information sessions.
- You are someone who thrives on working in a multidisciplinary team environment and are able to interact well with different personality types and working styles.
- You are highly accurate and have good attention to detail as you prepare offer letters and perform other administrative recruitment tasks.
- You have a solid understanding of employment law, human rights, and recruitment best practices and will provide customers with valued service and advice.

Candidates under consideration will possess the following qualifications:

- A Bachelor's Degree in Human Resources, Business, or Social Sciences
- A minimum of two (2) years' experience supporting full-cycle recruitment in a high-volume environment
- Experience working with HRIS and Applicant Tracking Systems (e.g. PeopleSoft)
- A valid and unrestricted driver's license with a safe driving record
- Able to travel within Surrey to conduct interviews and meetings with customers
- Experience recruiting within a unionized environment is a strong asset
- CPHR or similar professional designation is an asset
- A Police Information Check will be required

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