



**Siksika Family Services Corporation  
CORPORATE SERVICES  
HR RECRUITMENT COORDINATOR**

On-reserve

Contract

Closing Date: OPEN until position is filled.

07/25



**GENERAL STATEMENT OF POSITION:**

Reporting to the Manager, the Recruitment Coordinator will need to be knowledgeable in the best HR Recruitment practices and be a critical thinker to come up with an appropriate Recruitment Strategy for Siksika Family Services Corp. This person will need to have basic computer skills and be knowledgeable with social media and other recruitment networks, including indigenous organizations. The Recruitment Coordinator will be the point of contact between the job applicant and the hiring team, strong communication skills are a must. Working with an HR online Recruitment system will be an asset.

**Reports to: Human Resources Manager**

**DUTIES AND RESPONSIBILITIES:**

- Create and establish a recruiting plan for Siksika Family Services.
- Ensure Recruitment practices are being followed.
- Establish a relationship and good communication with hiring managers to assist where needed.
- Coordination and communication with Payroll regarding new hire's is a must.
- Ensure a Job Requisition and updated Job Description accompany every new posting.
- Ensure Postings and Job descriptions are up to date and post them on line and in newspapers where applicable.
- Assess incoming resumes for required documentation and distribute to appropriate hiring managers.
- Screen potential employees, by doing a brief pre-screening by phone call.
- Conduct interviews through TEAMS or in person as instructed by the hiring manager.
- Input Recruitment data into ADP system for record keeping and hiring process.
- Prepare hiring paperwork, such as offer letters, New Hire forms and information packets for new employees.
- Handle the orientation of all new employees at location of Hiring manager's request.
- Other related HR duties as required.

**EDUCATION AND EXPERIENCE:**

- Grade 12 Diploma, Certificate/Diploma from Administrative support or equivalent related education two (2) years related experience in the field of administrative support or related field.
- Understanding of human resources policies and practices.
- Knowledge of HR databases and candidate management systems.
- Basic computer skills.

Resumes and cover letters should be emailed to [hrm@siksikafamilyservices.com](mailto:hrm@siksikafamilyservices.com)

Please quote **Recruitment Coordinator** in your cover letter.

**IMPORTANT:** All applications *must* be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

*We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.*