

THE truffles GROUP

CREATING GENUINE, ELEVATED GUEST AND TEAM EXPERIENCES

Role: Recruiter

Job Purpose: The Recruiter reports to the Sr. Human Resources Manager and develops recruiting strategies to support organizational staffing requirements for all companies within The Truffles Group. The Recruiter leads full-cycle recruitment for all hourly and salaried roles and supports with organizational recruitment needs. The Recruiter is driven, strategic, creative and has endless enthusiasm for finding incredible candidates who live our Core Values!

Position Details: Permanent, Full-Time. Working hours will generally occur from Monday to Friday, 40 hours per week. The hours of work may vary and may be irregular and will be those hours necessary to meet the requirements of the job.

Key Responsibilities

- Identifies recruitment requirements by evaluating strategic plans and future growth plans
- Collaborates with members of the senior management team to identify recruiting needs
- Develops and executes effective recruiting plans and strategies
- Develops job descriptions, job postings and job candidate profiles
- Sources applicants through various methods including advertising, recruiters, job sites, career fairs, online platforms and more, to build a robust candidate pipeline
- Provides and takes ownership of an incredible candidate and recruitment experience.
- Performs full-cycle recruitment for all hourly & salaried roles within The Truffles Group's diverse group of businesses (source and pre-screen candidates, review resumes and qualifications to determine suitability, collaborate with hiring managers, phone screen, schedule and coordinate all interviewing needs, inform candidates about the role and the company, facilitate offers and employment negotiations, verify references and conduct reference checks, and manage all communication with successful and unsuccessful candidates)
- Coordinates and attends various hiring fairs to represent The Truffles Group of companies.
- Maintains effective relationships with social and professional networks, including local post-secondary institutions, chambers of commerce, and more, to source qualified candidates
- Extends offers of employment within company procedures
- Recommends and implements applicant tracking system
- Maintains accurate and current applicant data base
- Keeps current with sourcing strategies and industry trends

Required Education, Skills, and Qualifications

- Bachelor's Degree in Human Resources, Business Administration, or related field
- 2+ years of recruiting experience; recruiting experience in Food & Beverage, hospitality and/or retail industries considered an asset
- Strong knowledge of interview techniques and applicant screening methods

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- Excellent ability to communicate effectively, both orally and in writing
- Demonstrated ability to establish and manage effective and trust-based working relationships with internal and external partners
- Excellent organizational and time management skills
- Working knowledge of applicant tracking systems
- Proficient in Microsoft Office suite
- Deep understanding of BC employment laws
- Familiar with a wide variety of sourcing avenues and recruitment platforms

As a Truffles Group team member, you will...

- At all times faithfully, industriously, and to the best of your ability, experience, and talents, perform your job responsibilities to the reasonable satisfaction of your Employer.
- Work at such locations as the Employer may from time to time require.
- Use your best efforts to promote and advance the Business and the affairs of the Employer.

***Disclaimer Clause:** The above statements are intended to describe the general nature and level of the work being performed by the employee assigned to this position. There is no exhaustive list of all duties and responsibilities, knowledge, skills, abilities, physical job demands and working conditions associated with this position.*

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