

***Come grow with us!***

## **Recruitment Specialist**



### **BACKGROUND:**

Manitoba Aerospace, a not for profit sector association, is seeking the talents of a highly motivated person to fill the position of Recruitment Specialist. Manitoba Aerospace works to meet the educational and training needs of its member companies that are made up of approximately 20 aerospace and defence related firms, including Boeing Canada Winnipeg, Magellan Aerospace and StandardAero. Manitoba Aerospace supports the business growth of local aerospace and defence companies through programs that foster collaboration, innovation and supply chain development.

### **THE POSITION:**

This is a challenging role that requires a passionate, energetic and highly committed individual. Reporting to the Chief Executive Officer, the incumbent will consult with our member companies to identify key talent needs and develop strategies and action plans to assist our member companies to fill position openings. This role may also provide generalist human resources advice or guidance to our small to medium sized business (SMB) members.

### **KEY RESPONSIBILITIES:**

- Work with industry managers and/or human resource professionals to determine requirements for open positions and the qualities of ideal candidates for those positions.
- Develop job descriptions and postings as needed.
- Create recruitment campaigns that effectively advertise positions and attract top talent.
- Collaborate, as needed, to provide screening supports which can include but are not limited to: conducting phone or face to face meetings with possible candidates, conducting background checks, scheduling of company interviews, etc.
- Manage applicant/job requisition tracking systems/logs, ensuring requisitions are completed in a timely manner.
- Attend local, provincial and national recruitment/industry events in order to showcase the career opportunities available in Manitoba Aerospace companies.
- Complete and submit written reports on all recruitment activities.
- Provide general HR tasks/advice to SMBs as needed.
- Provide additional support for other Manitoba Aerospace projects or initiatives as assigned.
- A flexible schedule is required so the incumbent must be available to work occasional evenings and/or weekends.

### **QUALIFICATIONS:**

- A degree or diploma in Human Resources or Business Administration.
- 3+ years of sourcing and full-cycle recruiting across a variety of disciplines (quality, manufacturing, engineering and more)
- A hands-on and innovative approach when it comes to sourcing and attracting top talent; creatively sourcing candidates through multiple channels, e.g. social media, industry networking events, etc.
- Excellent skills in oral, written communication, computer (MS Office Suite), and organization/project management.
- Able to exercise a very high degree of confidentiality.
- Able to readily demonstrate professionalism, tact, and poise when dealing with industry partners, other stakeholders and the general public.
- Able to create and present clear and dynamic presentations.
- Able to work under time sensitive conditions in a multiple project/deadline environment.

Manitoba Aerospace offers a competitive salary and benefits package.

Please forward a cover letter and resume to: [info@mbaerospace.ca](mailto:info@mbaerospace.ca) by Friday, April 5, 2019 at 4:00 p.m. Please write "Applying for Recruitment Specialist" in the subject line. We thank all who apply but only those selected for an interview will be contacted.