

Talent Acquisition Specialist

Applications are invited by the Montreal office of MaplesFS for the position of

Talent Acquisition Specialist

who will report to the Talent Acquisition Manager. The Talent Acquisition Specialist will be responsible for administering the full recruitment life cycle (e.g. sourcing, CV reviews, scheduling interviews and conducting offers) and work in conjunction with various stakeholders to successfully bring in quality new hires. Together with the Talent Acquisition Manager, he/she will implement employer branding projects in the countries assigned.

The successful candidate will implement various talent acquisition projects which will include career fairs and employee referral programs, etc. He/she will lead university relations and directly manage service providers needed to run the talent acquisition function. He/she will need to work closely with hiring managers to understand recruitment requirements.

The successful candidate will need to give periodic updates based on agreed SLA's and metrics to various stakeholders and manage expectations. He/she will have excellent organisational skills, possess strong attention to detail and be able to manage time effectively. He/she will have effective problem solving skills and be able to remain calm under pressure.

The successful candidate will have excellent communication skills, both verbal and written, and be able to deal with all levels of staff. He/she will be proficient in the use of Microsoft applications and knowledge of candidate self service systems is desirable. General knowledge of relevant labour laws in Canada, USA and the Cayman Islands is an asset.

The successful candidate will have a Bachelor's degree in human resources management or a related field and a minimum of four years' relevant experience.

We offer a supportive environment, structured on a team basis. Benefits include 4 weeks' vacation (prorated for part years), health insurance and pension plan. Salary will reflect qualifications and experience and be in the range of US\$45,000 to US\$65,000.

Qualified applicants should write, enclosing their CVs, to careers@maplesfs.com quoting reference: Cayman - Talent Acquisition Specialist.

Only successful candidates will be contacted.

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