



**CAREER NOTICE**  
**RECRUITMENT SPECIALIST (EASTERN REGION)**  
**1 YEAR CONTRACT**  
**CORNWALL, ONTARIO**

Please be advised that we have an opportunity for one (1) Contract Recruitment Specialist. This position will support the Eastern Region in Cornwall, Ontario.

This position requires specialized skills and therefore only candidates that have relevant current experience and education will be considered.

Please refer to the attached information for more details on this role.

If you are interested in this position or know someone who is, please forward an updated resume clearly stating the position you are applying to. Resumes should be in attention to Sheila Smith no later than **February 16th, 2018 @ 4:00pm.**

**Sheila Smith**

Regional Human Resources Manager, Logistics

Walmart Canada Logistics ULC

Phone: 613.936.8676 ext 61181

Email: [sheila.smith@walmartlogistics.ca](mailto:sheila.smith@walmartlogistics.ca)

Please note, while internal candidates will be considered, we will also be simultaneously recruiting outside candidates. Walmart will accommodate the disability-related needs applicants and associates as required by law.



## INTERNAL JOB POSTING – HUMAN RESOURCES CAREER OPPORTUNITY (RESUME REQUIRED)

Reference Number:	<b>Recruitment Specialist 02-02-2018</b>
Department:	<b>Human Resources - Eastern Region</b>
Number and Type of Positions:	<b>One (1) Recruitment Specialist 1 Year Contract Position</b>
Task:	<b>Recruitment Specialist</b>
Shift and Department	<b>Flexibility will be required</b>

### Job Summary

Walmart Logistics is responsible for operating distribution centers in Ontario and Alberta. Driven by our passionate Associates and guided by a common mission and set of values, we are proud to successfully operate 12 Distribution Centers across Canada, operating both Ambient and Grocery facilities.

Walmart Logistics is looking for an enthusiastic and professional Recruitment Specialist to source non-technical, technical and leadership Associates to meet the current and future needs for Walmart Logistics, Eastern Region. This position is responsible for researching and developing recruitment strategies and leading initiatives which will improve candidate sourcing and selection techniques, improve candidate experience, manage costs and attract high quality external candidates to our Cornwall, Ontario Location. This position will report to the Regional Human Resources Manager.

### Specific Duties and Responsibilities

- Develops and implements recruitment strategies, including targeted recruitment campaigns and programs designed to attract talent to the Cornwall location
- Builds strong working relationships with Human Resources Business Partners, and supports Human Resources and leadership through the complete recruitment life cycle, including candidate screening, setting up interviews, preparing interview questionnaires, administering testing, and preparing background checks
- Acts as an ambassador for the business by building strong relationships with local community organizations, municipal economic development partners as well as local colleges and government agencies
- Assists with on-boarding and orientation planning and creates a solid candidate experience throughout the hiring process
- Manages a variety of marketing communication strategies to promote our brand and attract candidates from a broad geographical area, posting positions both internally and externally including with government agencies and educational institutes

- Administers the candidate tracking system, and maintains recruitment logs and metrics to assist management and identify trends, including cost-to-hire, time-to-hire and win rate. Develops best practices and tools for sourcing and retention of candidates
- Ensures all internal recruitment policies, practices and processes are adhered to, recommends process improvement as required. Complies with all legal and regulatory requirements that govern the sourcing, selection and hiring of hourly and salaried Associates.

### Position Requirements

- Post secondary education with a focus in Human Resources Management would be an asset
- 3-5 years of previous experience in talent acquisition, preferably in manufacturing or warehouse and distribution environment
- General HR knowledge of Recruitment and Selection tools and techniques; general knowledge of employment-related legislation; ability to interpret and apply provincial and federal legislation as it relates to employment.
- Prior experience working with a candidate tracking system or equivalent an asset.
- Proven ability to multi-task, and deliver results, in a fast-paced environment
- Ability to travel as required.
- Excellent communication skills, both written and oral (internal with all levels; external with municipal and government agencies, community associations).
- Computer skills (Microsoft Office, Excel, Kenexa, HR Databases)
- Project Management skills including needs analysis, information gathering, research, analysis, developing recruitment strategies and reporting skills

### Working Environment

- There is a frequent need to exert mental effort including prioritizing multiple demands and projects, and unpredictable demands for assistance from management and employees.
- Often required to work with fixed and competing deadlines, and to perform tasks that could be considered highly stressful and highly confidential in nature.
- Works in a typical office environment under conditions of minor risk or injury – also exposed to all areas of the warehouse – so may be infrequently exposed to noise, equipment, and changes in temperature.
- Frequent interruptions, often irregular hours depending on issues.
- Make decisions that sustain the planet and be socially responsible.
- Have a positive impact on our community.
- Committed to making Walmart Logistics a great place to work.

<b>POSTING DATE:</b>	<b>FEBRUARY 2ND, 2018</b>
<b>CLOSING DATE:</b>	<b>FEBRUARY 16TH, 2018</b>

***Those interested in applying must email a cover letter and an updated resume to Sheila Smith  
(sheila.smith@walmartlogistics.ca)***