



The Quaderra Group specializes in the placement of technical and executive professionals in the energy and resource industries within Canada and around the globe. We utilize an innovative and proactive approach to reveal hidden talent to our clients and well-matched opportunities for our candidates. Our priority is to maximize the fit between companies and candidates. We look for the right fit – beyond the resume. This means we focus on getting to know YOU. This includes not only your skill set, but understanding what’s important to you to help determine what you really want. We work for you – your satisfaction is our success.

JOB ID #: C10278

JOB TITLE: Recruitment Specialist

POSITION LOCATION: Calgary, AB

Our Client:

Our client is a well financed company based in Calgary with its principal assets being within the oil sands in Northern Alberta. The company has current production of approximately 25,000 bbls/day and is continuing to work towards further expansion and growth of the projects and company.

The company is seeking an experienced Recruitment Specialist to join their HR team on a permanent basis. The purpose of this role will be to contribute to the success of the company’s operation by providing full cycle recruitment expertise across the organization. This includes strategic and proactive sourcing, candidate assessment/management, offer negotiations as well as ongoing evaluation and process improvement.

Reports to:

This position reports to the Manager, Human Resources.

Responsibilities/Accountabilities:

- Builds strong, professional partnerships, and works closely with business Hiring Leaders, HR Advisors and others, to attract and hire high-quality candidates.
- Works with business Hiring Leaders to establish a recruiting strategy which includes (but is not limited to) target markets, the use of advertising or Internet job sites, referrals, or external recruiting agencies.
- Stewards the campus recruitment and summer student hire programs to attract top talent students & new graduates.

- Expediently posts vacancies, sources, pre-screens, interviews and reference checks candidates.
- Takes lead on interviewing panels to ensure a positive candidate experience and to ensure effective recruitment techniques are employed.
- Coaches Hiring Leaders on the recruitment process and interview techniques using behavioural descriptive interview techniques.
- Builds strong relationships with potential high-quality candidates to ensure a viable talent pipeline.
- Tracks and reports on recruiting statistics and maintains staffing database integrity.
- Works with retained recruiters to ensure consistency with company practices.
- Networks and builds relationships with external providers and industry associations relevant to recruitment needs of the business.
- Assumes responsibility for project work, as assigned.

Qualifications:

- A Degree or diploma in Human Resources is preferred.
- A minimum of 5+ years' experience in recruitment in an oil and gas producer setting.
- Practical experience with Behavioural Descriptive Interviewing (BDI) is required with exposure to varied job functions.
- Previous HR Generalist experience in oil and gas would be considered an asset.
- Strong understanding of Total Compensation as it relates to the candidate offer negotiation phase.
- CHRP is an asset.
- Strong negotiating, influencing and selling skills.
- Ability to understand the business drivers in the petroleum industry.
- Self-starter who takes the initiative with a high degree of energy.
- Creative and innovative thinker who is results and goal oriented.
- Ability to work in an ambiguous environment; demonstrated flexibility and adaptability.
- Excellent organizational and planning skills to set and exceed established goals, schedules, and deadlines.
- Skilled at building and maintaining productive, professional working relationships
- Strong interpersonal and communication skills.

Compensation/Remuneration:

Compensation includes a competitive base salary, performance bonus, long term incentives, benefits, savings plan contribution, and generous vacation and flex schedule.

How to Apply: If you are interested in this position, please submit your resume in Word or .RTF format to info@quaderra.com including job ID #C10278 in the subject line. Thank you.