



Recruiter, Human Resources - 1 position  
Human Resources  
St. Joseph's Hospital - London, ON  
Full Time  
Non-Union

Posting #: 52191  
Posting Date: December 08, 2023  
Submission Deadline: December 14, 2023  
Jennifer Pasichnyk, Human Resources

Working within a team of Recruiters, the Recruiter will provide recruitment process support to the Human Resources Consultants and leaders. The Recruiter will facilitate recruitment by utilizing a process that assures we are recruiting the best candidate from the most optimal pool of candidates.

#### Essential Qualifications

- Graduate of a university degree program in a related field or equivalent combination of education and experience
- Two (2) to three (3) years of experience in recruitment and human resources practices utilization of various recruitment techniques
- Expertise in all facets of recruitment, including the development and scoring of interview tools
- Knowledge and experience in performance based selection
- Previous experience in the application of Collective Agreement language
- Excellent computer skills specifically in the utilization of Micro Soft Office Suite including: Word, Excel and Power
- Point Skills & Microsoft Teams
- Knowledge of HRIS databases especially Peoplesoft
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Excellent communication skills
- Impeccable interpersonal skills and customer service
- Demonstrated ability to prioritize and meet deadlines in an environment of competing demands
- Ability to work effectively in a team

#### Preferred Qualifications

- Proficiency in French would be an asset

#### Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

#### Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine and a written commitment to follow any future Public Health recommendations and St. Joseph's Health Care London policies and processes related to Covid management in the workplace.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

*Your interest in this opportunity is appreciated.*

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.  
Only those under consideration will be contacted.*