



Recruiter

Compensation rate: \$24.00/ hr.

The Recruiter supports the effective and efficient hiring of election officials for the electoral district. Between 250 and 550 officials must be hired and trained in a four to six week time period. Therefore, the Recruiter is a key resource to assist with this important activity. They will organize and maintain applicant and employee records, track and report on recruitment progress, and assist the District Electoral Officer and Deputy with making selection decisions.

Responsibilities and typical duties include:

- coordinating and supporting recruitment and selection activities for election officials, which may include contacting applicants, conducting interviews, scheduling training, maintaining a database of applicants and employees, and maintaining records related to the hiring process
- applying legislation, policies, and procedures and related documentation to the recruitment and selection process, such as job descriptions, application forms, existing recruitment pools, and appointment forms provided by Elections BC
- ensuring recruitment activities meet industry best practices, legislative requirements (including the *Employment Standards Act* and *BC Human Rights Code*), and Elections BC policies and procedures
- ensuring the accuracy of internal hiring documents, such as applicant databases, as well as those viewed publicly, such as advertisements
- researching and identifying alternative recruitment approaches, such as job fairs and staffing pools
- liaising with Elections BC headquarters to ensure effective and efficient hiring

The Recruiter may act as a first point of contact for Elections BC staff and applicants on recruitment activities in their electoral district. They will be required to establish effective working relationships and maintain ongoing communication with internal staff and the public, and must therefore provide a high level of service in person, by telephone, and through written correspondence.

Minimum qualifications for this role include:

- experience in a busy office environment working with legislation, policy and procedures
- preference will be given to applicants with related work experience in recruitment and selection
- experience providing superior customer service
- experience using common office tools, equipment and software, including MS Office, in an office environment
- experience working with and the ability to maintain highly confidential information
- good record-keeping and organizational skills and keen attention to detail
- excellent verbal and written communication skills and interpersonal skills
- ability to coordinate and manage a heavy workload, and meet deadlines
- reliability, dependability and enthusiasm
- ability to be a non-partisan representative of Elections BC