



Recruiter – Edmonton, AB

A tremendous opportunity for an individual working in human resources with a progressive, people-oriented company...

CIMS Limited Partnership, is seeking a **highly organized, self-starter** with **proven recruitment experience** to fill the role of **Recruiter**.

CIMS LP is 100% Canadian owned and operated mechanical contractor serving locations across Canada. CIMS provides services in the heavy industrial sector including the largest plant shutdowns and complex industrial projects in the Oil & Gas, Mining & Industrial, Pulp & Paper, and Power Generation industries. In addition to being an industry leader, CIMS is passionate about hiring and retaining the market's best talent and offers exciting work, training & development, engagement and opportunities for growth to all of its employees.

Reporting to the HR Coordinator and as part of the company's corporate HR Division, the **Recruiter** supports the recruitment process while managing the needs of hiring managers. You will be responsible for finding talent nationwide, posting job ads, sourcing, and initial screening of applicants. Ultimately, the Recruiter will assist in finding the most qualified and compatible applicants that fit our company culture.

You will be accountable for:

- Provide support in all aspects of CIMS recruitment programs and initiatives. This includes:
 - assisting with the development of recruitment strategies and procedures
 - drafting and maintaining job descriptions
 - ensure appropriate hiring approvals are received
 - post job openings internally and externally with available online recruitment platforms
 - ensure compatibility of applicants to job positions
 - forwarding resumes to the hiring manager
 - sending emails to applicants and candidates
 - ensuring an effective, efficient internal process is diligently followed
 - track the status of candidates and follow up with hiring managers
 - complete phone interviews and check prospective employee references, where applicable
 - Assist with scheduling and coordinating phone, video or in-person interviews with hiring managers
 - Provide support with new hire procedures and ensure all information is signed and completed.
- Ensure internal customer needs are supported to facilitate operational excellence with respect to recruitment
- Provide administrative and transactional support to hiring managers with respect to the recruitment of new talent for both field and office level roles.
- Other duties as required that facilitate the attraction of great CIMS team members
- Assist with related HR duties as assigned

To be successful in this role you must have:

- Certificate or Diploma in Human Resources or equivalent preferred
- 3+ Years' previous experience in a similar position
- Knowledge of current employment law matters, with commitment to diversity management
- Knowledge of principles, theories, and techniques related to job classification, job analysis and job descriptions
- Demonstrated commitment to staff privacy and confidentiality
- Strong customer service orientation

- Advanced Microsoft Office experience
- Ability to handle data and confidential information
- Ability to self-start, take initiative and problem solve.
- Ability to work independently with minimal supervision in an environment with multiple conflicting priorities
- Highly organized and detail oriented.
- Collaborative, self-starting, team player willing to work towards achieving the strategic goals of the company
- Ability to multi-task and manage conflicting priorities
- Excellent English verbal & written communication skills

If you feel you are qualified for this role, please submit your resume through RECRUITMENT@CIMSLTD.COM

Only candidates who are most qualified for the position will be contacted