



**HR Consultant – Recruitment & Selection
Temporary (12 Months)
Human Resources & Corporate Administration Department
Competition No. C100612 HRCR (E)**

As a member of the Human Resources team, this position is accountable for the following:

- Manages recruitment, assessment and selection processes to ensure the effective and timely placement of highly qualified professional, managerial, technical and support staff;
- Ensures staffing levels are appropriate for short and long-term staffing strategies by developing and maintaining effective working relationships with business units to understand current and future recruitment requirements;
- Attracts and retains the best-qualified talent for the Corporation by developing and implementing best practice recruitment and assessment techniques and standards;
- Supervises the centralized temporary staffing function to ensure that operational requirements are met;
- Evaluates recruitment services for continuous improvement opportunities;
- Manages the position management aspect of the Human Resources Information System;
- Participates in the development of recruitment and selection strategies for the annual Human Resources Business Plan;
- Provides leadership and education in recruitment and selection and in the effective administration of the Collective Agreement and Corporation policies.

The successful candidate must possess the following qualifications:

- Successful completion of a university degree in business supplemented with a concentration in human resources or diploma course work in human resources;
- Certification in professional recruitment would be considered an asset;
- Three to five years experience in the field of human resources, including a demonstrated knowledge of best practices and experience in recruitment, assessment and selection of employees;
- Experience with HR technology solutions including HRIS will be considered an asset;
- Knowledge of the MS Office suite;
- Excellent written & verbal communication skills;
- Excellent time management skills;
- Demonstrated analytical, relationship building, and leadership skills.

Salary: In accordance with management salary scales

Closing Date: Monday, January 30, 2012

HR Consultant – Recruitment & Selection,
Newfoundland Labrador Liquor Corporation
90 Kenmount Road, P. O. Box 8750, Station A, St. John's, NL A1B 3V1
Fax: (709) 724-1152, Email: jobs@nliquor.com
Website: www.nliquor.com/about/careers.asp

Please state Competition Number on resume. Proof of education/ courses must be provided prior to employment with NLC. Please note that, while we appreciate the interest of all candidates, only those selected for an interview will be contacted.