



# || **SEARCH & RECRUITMENT CONSULTANT REMOTE - CALGARY**

AccessHR is excited to announce that we are continuing to grow our team, our client base, our geographic reach, and our service offerings. As a result, we are adding a Search & Recruitment Consultant to support our growth. This role is based out of the Greater Calgary Metropolitan Area.

## **ABOUT ACCESSHR**

AccessHR is an Alberta-based, full-service HR Consulting firm and is best described by our tagline: Exceptional Quality - Ethical Practice - Innovative Solutions.

When it comes to supporting clients, we focus on doing the right thing. The rest has a funny way of coming together! To say we are client obsessed would be an understatement.

AccessHR has been in full operation since April 2021 and has experienced exponential growth from the beginning. We have an established team of ~30 Associates that are as client obsessed as we are, and our service offering includes:

- HR Advisory Services - subject matter experts to complement or supplement HR teams
- HR Projects - creation and implementation of HR processes, programs, and products
- Career Transition or Outplacement & Career Coaching
- Leader and Executive Coaching and Assessment
- Team Coaching and Building
- Compensation Analysis and Program Design
- Performance Management
- Organization Assessment
- Workplace Investigations, Remediation, and Workplace Mediation
- Search and Recruitment
- Leader and Employee Development - workshops and courses
- Respectful Workplace Training and Coaching
- Policy and Guidelines Development and Training using our DEIB framework
- Employee Surveys

## **POSITION SUMMARY**

This position is an independent contractor role assisting clients with finding best-in-class people for their organizations. We work in a wide range of industries filling a multitude of different positions including difficult-to-fill roles.

This is a 100% remote role that will require a driver's license and vehicle to travel to/from client sites.

## **KEY DELIVERABLES**

- Partner with the recruitment team, Practice Lead, and clients to develop customized recruitment strategies for each recruitment project.
- Conduct site visits to uncover the role and organization intangibles that will help us find best-in-class candidates.

- Write creative position postings that connect with the best-suited candidates.
- Take the time to screen each application and respond with a personalized note within 2 business days. Yes, you read that correctly. We believe that our brand and our client's brands are vastly strengthened by this simple act of kindness.
- Source potential candidates using our state-of-the-art Applicant Tracking System. Yes, it has built-in A.I. capabilities.
- Manage the full recruitment process including posting, interviewing, assessments, and client interactions.
- Develop professional relationships with candidates who don't move forward on specific opportunities.
- Identify opportunities to develop and enhance practices in support of best-in-class service delivery.

## QUALIFICATIONS

- **Emotional Intelligence:** Extensive skills in active listening and uncovering hidden talents/skills. Thrives when working with diverse personalities including individuals from varied education and socio-economic backgrounds.
- **Recruitment Expertise:** Expert in the full cycle recruitment process including writing postings, sourcing, screening, interviewing, writing client presentation documents, and building both client and candidate relationships
- **Candidate Relationships:** Let's face it, it's pretty easy to build a great relationship with the winning candidate. We're looking for someone who can build trusted relationships with the "unsuccessful" candidates.
- **Career Management:** Knowledge of career planning, branding, resume development, LinkedIn (profile development & optimization), networking, interviewing, and compensation negotiation.
- **LinkedIn:** A LinkedIn wizard; ability to use LinkedIn in creative ways to find "hidden" profiles; a multitude of "real" LinkedIn connections.
- **Writing Skills:** Expertise with wordsmithing client values and stories into postings that attract candidates who aren't really looking for a new position.
- **Collaboration:** Desire to work in a truly collaborative environment without silos; brings a "how can I help" attitude to all colleague and client interactions.
- **Creativity:** Ability to brainstorm and get creative with clients and team-mates to uncover unconventional sources of talent.
- **Consultant Mindset:** This is not a full-time employee role nor is it a steppingstone to a full-time employee role; we're looking for individuals who are committed to the consultant model.

## EDUCATION & EXPERIENCE

- 10+ years' experience in human resources and/or full-cycle recruitment.
- Post secondary education in any discipline.
- 5+ years' experience in business and/or non-profit sectors; understanding of organizational cultures, structures, and decision-making processes.
- Experience with multiple recruitment and sourcing platforms.
- Expertise and experience working with external clients.

## ASSETS

- Specialized recruitment certifications such as Registered Professional Recruiter (RPR).
- Experience in customer-centric, business-to-business (B2B) environments.
- Experience working in a fully remote organization.
- Development, training, and/or certifications in unconscious bias.

## WHAT WE OFFER

- Opportunity to deliver best-in-class service to clients; no “hidden” restrictions on deliverables.
- Compensation includes an outstanding hourly rate.
- Opportunity to work with a high-performing team in a fully remote setting.
- Chance to diversify and work in other practice areas, if desired.
- AccessHR does not hire employees to do delivery work; as we grow our business, you will grow to be as busy as you want to be.

## POSITION REQUIREMENTS

- Driver's license and access to a vehicle.
- Personal computer with Office 365 (including MS Teams), high-speed internet connection, Zoom license, and a minimum of LinkedIn Recruiter Lite.
- Expertise using video conferencing tools including Zoom and MS Teams.

## APPLY

Interested candidates are invited to apply with a cover letter and resume [HERE](#). **The position posting will close when outstanding individuals have been onboarded.**

All applicants will receive a personalized response and candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews scheduled on an ongoing basis.

We encourage applicants from diverse backgrounds to apply as AccessHR is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, and religious beliefs.