

# Junior Talent Acquisition Specialist

Full-time Permanent Position

## POSITION OVERVIEW

Reporting to the Director of People and Talent Management, the Junior Talent Acquisition Specialist will support the recruitment, selection and onboarding processes for FP Canada. In addition to attracting top talent into the organization and providing a smooth employee onboarding experience, the Junior Talent Acquisition Specialist will also be assigned to lead and/or support exciting Human Resources and organization wide projects, policies and programs both within and possibly outside of Talent Acquisition.

## Key Responsibilities

In this role, you will:

### RECRUITMENT, SELECTION AND CANDIDATE EXPERIENCE

- Draft and post job descriptions on relevant job boards, the FP Canada website, and social media platforms.
- Identify and source candidates through various channels, including job boards, social media, and employee referrals.
- Screen resumes to identify suitable candidates for further discussions and evaluation.
- Schedule and coordinate interviews with candidates and hiring managers.
- Maintain communication with hiring manager and candidates throughout the recruitment process to ensure a positive experience.
- Update and manage the applicant tracking system (ATS) with candidate details and status.
- Conduct initial phone screenings to assess candidate qualifications. Provide hiring managers with detailed notes and preliminary details from the screening calls.

### ONBOARDING AND COMPLIANCE

- Manage the onboarding process, including preparing offer letters, collecting all onboarding documentation, and coordinating orientation sessions.
- Update the Organizational Chart and headcount metrics.
- Schedule and monitor compliance related items, including: policy attestations, supplementary training attestations, etc.
- Monitor and follow up to ensure onboarding checklists are executed and signed and filed.

### SUPPORT AND INSPIRE OUR TALENT AGENDA

- Maintain accurate records of recruitment metrics and generate reports on hiring progress.

- Work cross functionally (ex: with Marketing, DEI Committee, etc) to provide insights and recommendations to improve recruitment policies and processes.
- Create, edit and manage position profiles and job descriptions, keeping them current, AODA compliant and ready for posting.
- Support the Volunteer recruitment process by developing and implementing efficient processes, tools and templates.
- Support special Human Resources projects and initiatives including but not limited to: job evaluations, pay equity, HR systems implementations, volunteer management, quality assurance or finance audits, etc.
- Lead or support other HR functions or tasks as assigned.

## Required Qualifications

The ideal candidate will have the following skills and experience:

- University degree or College diploma in Human Resources, Psychology, Sociology, or related field.
- Minimum 2 years in progressive recruitment experience/roles.
- Proficiency in MS Office Suite HRIS and applicant tracking systems (ATS).
- Exceptional communication and interpersonal skills.
- Excellent writing, editing and proofreading skills.
- Experience using ADP WorkForce Now is an asset.

## Competencies

The ideal candidate will have the following skills and experience:

- High energy and enthusiastic.
- Embodies FP Canada values.
- Ability to prioritize tasks effectively and manage multiple projects simultaneously.
- Strong service orientation and relationship building skills. Ability to work collaboratively across all areas within the organization.
- Willingness to adapt to changing technologies, market trends, and organizational needs.

## ABOUT FP CANADA

Established in 1995, FP Canada is a national not-for-profit education, certification and professional oversight organization working in the public interest. FP Canada is dedicated to championing better financial wellness for all Canadians by leading the advancement of professional financial planning in Canada. Learn more at [FPCanada.ca](https://FPCanada.ca).

## WORKING WITH FP CANADA

We're [FP Canada](#), a team of passionate and progressive professionals. FP Canada employs over 55 people, and our office is located in downtown Toronto. This is a full-time permanent position working 5 days per week, during core business hours, with some flexibility required. We offer a hybrid-work model, requiring at a minimum, two days a week (40%) on average, of employees' time be spent in the office.

We are committed to wellness and a healthy work environment for our employees. You will earn a highly competitive annual salary, generous paid vacation and personal time, and you will enjoy our comprehensive employee benefits, RRSP matching program, professional development opportunities, flexible work arrangements and regular social events.

We are service-oriented, principled, and driven to make a societal impact, and we strive for and demand excellence, integrity, and respect from each other as well as our external stakeholders. We value collaboration and flexibility, and together have created a collegial and positive work environment.

### Our Commitment to Inclusion and Diversity

FP Canada values inclusion and diversity, and different perspectives and experiences; and we are committed to working towards an inclusive and diverse organization, reflective of Canada's population. We encourage candidates who identify in traditionally underrepresented communities (women, racialized persons, indigenous persons, LGBTQ2S+ and persons with disabilities) to apply.

### Our Commitment to Accessibility

FP Canada is committed to ensuring equal access and participation for people with disabilities in accordance with the *Ontario Human Rights Code (OHRC)* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. FP Canada will provide accommodation on request throughout the recruitment, selection and/or assessment process for applicants with disabilities. If you require accommodation, please inform our Human Resources Department at [careers@fpcanada.ca](mailto:careers@fpcanada.ca).

## SALARY

\$65,000 - \$70,000 depending on experience.

## HOW TO APPLY

To apply, please submit your application to [careers@fpcanada.ca](mailto:careers@fpcanada.ca) and note the position title in the subject line. Applications will be accepted until **February 3, 2025**.

We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.