



413 Linwell Road  
St. Catharines, Ontario  
L2M 7Y2  
Phone: 905-935-6822  
Fax: 905-935-6847  
Web: [www.niggv.on.ca](http://www.niggv.on.ca)

## **Job Posting Human Resources Consultant - Recruitment & Retention**

**Fee for service position; starting August 2019**

Niagara Ina Grafton Gage Village is a not-for-profit, charitable seniors' complex located in north St. Catharines that provides residence and services to over 400 seniors including Long-Term Care. We are dedicated to fostering the quality of life for seniors and are viewed as a leader in the field of services for seniors in the Niagara Region, providing programs in Assisted Living, Satellite Meal Service, Life Lease and Rental Housing. We believe that customer service is essential for success and are continually looking at opportunities for growth and improvement of services.

### **Description of Responsibilities**

Reporting to the Chief Executive Officer, the successful candidate must have proven work experience as a Recruiter; solid ability to conduct different types of interviews (e.g., structured, situational, competency-based, stress, etc.); hands-on experience with various selection processes (e.g., phone interviews, reference checks, etc.); excellent communication and interpersonal skills.

Experience in the following is required:

- Designing and implementing an overall recruiting strategy
- Preparing recruitment materials and posting jobs to appropriate job boards/newspapers/colleges, social media, etc.
- Screening candidate resumes and job applications
- Filtering and assessing applicants' relevant knowledge, skills, soft skills, experience and aptitudes using various reliable recruiting and selection tools/methods
- Conducting interviews and reference checks

### **Qualifications**

- Post-Secondary degree/diploma CHRP designation preferred five or more years working in non-profit Human Resources setting.
- Excellent organizational skills.
- Strong ability to handle highly sensitive and confidential information on a daily basis.
- Advanced communication skills (both verbal and written).

It is anticipated that the majority of work will take place on site at Niagara Ina Grafton Gage Village. Appropriate office space and administrative support will be provided.

Please forward your resume and cover letter by June 30, 2019 to the attention of:

Mr. Patrick O'Neill  
Chief Executive Officer  
Niagara Ina Grafton Gage Village  
413 Linwell Road  
St. Catharines, Ontario  
L2M 7Y2

Or via email to 'patrick.oneill@niggv.on.ca'

**We wish to thank all applicants for their interest;  
however, only those selected for an interview will be contacted.**