

***The City of Winnipeg is a vibrant and dynamic organization with many opportunities!***

***We offer a diverse and welcoming work environment that delivers quality services to our citizens.***

## **Recruitment Clerk**

Human Resource Services

Posting No: 121521

**Closing Date:** September 19, 2022

Reporting to the Coordinator of Recruitment Services, the Recruitment Clerk is responsible for provision of clerical and administrative support services to the Human Resource Consultants in the recruitment process.

The Recruitment Clerk is responsible supporting the recruitment process, including input and maintenance within the PeopleSoft Recruitment Module, preparing bulletins, organizing testing, interviews, and other related recruitment administrative support duties for Corporate departments. The Recruitment Clerk will maintain the Department's organizational charts, job description files, sending out testing for City- wide recruitment activities and provide support for special Department-wide HR projects.

The Recruitment Clerk will provide other clerical/administrative support as required.

### **As the Recruitment Clerk you will:**

- Be responsible for providing administrative support throughout the recruitment process.
- Manage city wide recruitment activities.
- Be responsible for entering information into the PeopleSoft recruitment module and maintaining data integrity.
- Create and maintain the seniority listing.
- Maintain departmental organizational charts and recruitment/job descriptions tracking spreadsheets.

### **Your education and qualifications include:**

1. Postsecondary education in Office or Business Administration or the equivalent combination of education, training and experience.
2. Human Resource Management Certificate or Diploma is an asset.
3. Two (2) years' experience working in a related professional office setting performing HR related clerical duties as it relates to recruitment.
4. Extensive experience providing administrative and clerical support including creating and maintaining tracking systems in a fast paced, dynamic work environment.
5. Experience handling confidential and sensitive matters in a professional manner, and exercise discretion in providing information to others.
6. Experience reviewing and editing documents demonstrating strong attention to detail.
7. Experience working with PeopleSoft or another related Human Resource Information System, preferably in a recruitment module.
8. Experience working with MS Office (Word, Excel, Outlook).
9. Strong organizational skills with the ability to prioritize and multi-task in a deadline driven environment.
10. Excellent interpersonal with the ability to establish and maintain positive working relationships with supervisors, colleagues, employees, and external customers.
11. Excellent customer service skills with the ability to provide effective service and respond to a variety of requests and inquiries in a professional and courteous manner.
12. Strong analytical and problem solving skills with the ability to interpret applicable collective agreements and legislation, as they relate to recruitment in unionized environments.

13. Ability to demonstrate initiative and work with minimal direction using discretion, tact, and good judgment.
14. Ability to work collaboratively within a team.
15. Strong verbal communication skills with the ability to clearly and effectively communicate information to a variety of audiences.
16. Strong written communication skills with the ability to effectively prepare and draft written correspondence and communication material.

**Conditions of employment:**

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- A Police Information Check satisfactory to the employer will be required from the applicant(s) or successful candidate(s), at their expense.

**CORE COMPETENCIES: FOR ALL EMPLOYEES OF THE CITY OF WINNIPEG:**

- Citizen & Customer Focus
- Respecting Diversity
- Ethics and Values
- Integrity and Trust
- Results Oriented

**APPLY ONLINE**, including all documentation listed below:

1. Current resume (**Required**).
2. Cover letter.
3. Applications submitted without REQUIRED documentation will not be considered.

**\*Your application documents must clearly indicate how you meet the qualifications of the position.\***

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](#) as part of the recruitment process.

The salary range for this position is \$1,625.13- 1,902.80 bi-weekly, as per the Clerk B classification within the CUPE Collective Agreement.

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

***We value diversity in our workplace. Indigenous peoples, women, racialized peoples, persons with disabilities, 2SLGBTQ+ peoples and Newcomers are encouraged to self-declare.***

**Only candidates selected for interviews will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.**