



**NOW HIRING
CAREERS AT AKA**

HUMAN RESOURCES RECRUITER

Employment: Full Time | Reports To: Manager of Human Resources | Location: Poole's Corner, PEI

ABOUT THE ROLE

HR Recruiter to lead recruitment and talent acquisition efforts across the organization. This role is responsible for managing the full recruitment cycle, building strong candidate pipelines, and supporting hiring managers in attracting and selecting top talent. The HR Recruiter will also provide support to the HR Manager with onboarding, employee engagement initiatives, and general HR support as required.

PRIMARY RESPONSIBILITIES RECRUITMENT & TALENT ACQUISITION

- Manage full-cycle recruitment for hourly, salaried, technical, and professional positions.
- Partner with hiring managers to identify staffing needs, job requirements, and hiring timelines.
- Develop and implement effective recruitment strategies to attract qualified candidates.
- Create and post job advertisements across multiple recruitment platforms and social media channels.
- Source candidates through job boards, networking, referrals, LinkedIn, career fairs, and other recruitment methods.
- Screen resumes and conduct initial candidate interviews and assessments.
- Coordinate interviews between candidates and hiring managers.
- Conduct reference checks and coordinate background screening processes.
- Prepare employment offers and support offer negotiations where applicable.
- Maintain consistent communication with candidates throughout the recruitment process.
- Build and maintain talent pipelines for future hiring needs.
- Track recruitment metrics and maintain accurate records within the Applicant Tracking System (ATS).

- Support employer branding initiatives and recruitment marketing activities.
- Participate in career fairs, recruitment events, and community outreach initiatives.

HR SUPPORT

- Support onboarding activities to ensure a positive new hire experience.
- Assist with orientation coordination and new employee documentation.
- Provide support to the HR Manager with employee engagement initiatives and HR projects.
- Assist with employee relations documentation and follow-up as required.
- Maintain employee confidentiality and professionalism at all times.
- Support the maintenance of employee records and HR systems.

KEY REQUIREMENTS EDUCATION AND EXPERIENCE

- Post-secondary education in Human Resources, Business Administration, or a related field preferred.
- Minimum 3 years of recruitment or talent acquisition experience.
- Experience recruiting across multiple departments and job levels.
- Experience using Applicant Tracking Systems (ATS) and recruitment platforms such as LinkedIn Recruiter.
- HR certification (CPHR, SHRM-CP, or equivalent) is considered an asset.

KNOWLEDGE AND SKILLS

- Strong recruitment and interviewing skills.
- Excellent communication and interpersonal abilities.
- Strong organizational and time management skills.
- Ability to manage multiple priorities and deadlines.
- Strong attention to detail and professionalism.
- Knowledge of employment standards and recruitment best practices.
- Ability to work independently and collaboratively within a team environment.
- Proficiency in Microsoft Office Suite and HR systems.

WORK ENVIRONMENT

- Office-based environment with occasional travel for recruitment events and career fairs.
- Ability to work flexible hours as required to support recruitment activities.



HEADQUARTERS
PO Box 577
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Montague, PE
Canada COA 1R0

LOCATIONS
North America - Canada
Asia - Singapore
Europe - MAN Partnership

CAREERS INFO
www.aka-group.com/careers/career-search/
www.aka-group.com

