

PURE SUNFARMS™

Recruitment Specialist

Pure Sunfarms is a vertically integrated, large-scale, low-cost supplier of high-quality cannabis to the Canadian adult recreation market, headquartered in Delta, BC. As a 50/50 joint-venture of Village Farms and Emerald Health Therapeutics, Pure Sunfarms is backed by one of North America's leaders in high-tech greenhouse growing.

We are trail blazing this industry with some serious clout – and by serious, we mean a 30-year track record of operating mega-scale greenhouses. We are led by a team of seasoned executives along with a team of cultivation experience from around the world. Let's just say - we are building and operating on a whole new level.

ESSENTIAL FUNCTIONS

Reporting to the Manager, Recruitment and Employment Brand, the Recruitment Specialist will support all hiring activities, from advertising open roles to interviewing candidates and closing hires.

The Recruitment Specialist's responsibilities include connecting with potential candidates online and offline, screening applications and supporting hiring managers. If you have 2+ years of experience evaluating candidates for roles of various fields and seniority levels, we'd like to meet you.

Ultimately, you will be responsible for hiring qualified people while maintaining a positive candidate experience.

We work in a fast pace environment, rolling up our sleeves to build something bigger than ourselves. Other duties may arise from time to time/most of the time and as a team, we look to support each other.

YOUR BRAND YOUR STORY

We already know you love working with candidates and hearing their stories, but we want to know more about your strengths. You're good at the following:

- We work in a fast pace environment, rolling up our sleeves to build something bigger than ourselves. Other duties may arise from time to time/most of the time/most of the Reporting on quarterly and annual hiring plans
- Creating and publishing job ads in various portals
- Networking with potential hires through professional groups on social media and at relevant events
- Collaborating with hiring managers in intake meetings to set qualification criteria for future employees
- Screening resumes and job applications
- Conducting initial phone screens to create shortlists of qualified candidates
- Interviewing candidates in-person for a wide range of roles

- Tracking hiring metrics including time-to-hire, time-to-fill and source of hire
- Assisting with training and advising hiring managers on interviewing techniques and assessment methods
- Hosting and participating in job fairs
- Following up with candidates throughout the hiring process, creating an amazing candidate experience
- Maintaining a database of potential candidates for future job openings
- 2+ years of proven experience as a Recruitment Specialist, Recruiter or similar role
- Hands-on experience with job sites like ZipRecruiter and Indeed
- Knowledge of sourcing techniques on social media and niche professional websites like LinkedIn and Facebook
- Familiarity with applicant tracking systems
- Strong interpersonal skills
- Good written and verbal communications skills
- Awesome team spirit
- Bachelor's degree in Human Resources Management, Organizational Psychology, Business Administration or a relevant field
- Must have the ability to obtain and pass a RCMP Criminal Record Check and maintain security clearance.