



Driven by a love of plants, Pure Sunfarms is one of Canada's largest, single-site, licensed producers of high-quality, greenhouse-grown cannabis based in BC's Fraser Valley (Delta). We are proud to bring together individuals from a wide breadth of industries, backgrounds, and experiences, and promote a culture of belonging where everyone can truly be themselves – in every form of expression that is natural to them. This is our priority and guiding light at Pure Sunfarms, driving our uncompromising approach to quality and success within the Canadian recreational cannabis market. We believe our differences are our strengths, letting us look at cannabis in a whole new light.

#### 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 future Pure Sunfarms employees online and offline, screening applications and supporting hiring managers. If you have 2+ years of experience evaluating people for roles of various fields and seniority levels, most importantly in a manufacturing/operations environment and are passionate about recruitment, we'd like to meet you.

Ultimately, you will be responsible for hiring great people while maintaining an awesome candidate experience.

#### OTHER DUTIES

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:

- Solid understanding of Operations/Production/Manufacturing roles
- Urgency, drive, dedication, and a passion for recruitment
- 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
- Actively sourcing and headhunting
- Screening resumes and job applications
- Conducting initial Zoom screens to create shortlists of qualified candidates
- Interviewing candidates with hiring managers 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
- Reporting on quarterly and annual hiring plans
- Hosting and participating in job fairs, virtual for now
- Following up with people 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 or Sourcing Specialist, a mix of agency and in-house experience would be ideal
- Experience in the local (Lower Mainland) manufacturing/production market is a must
- Strong 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 and the ability to laugh and have a blast with us
- Must have the ability to obtain and pass a RCMP Criminal Record Check and maintain security clearance.

At Pure Sunfarms, we are growing our team with the same care we devote to growing our plants. We're proud of the diverse and inclusive culture that we've built and are excited to learn more about your experiences and how you can contribute to Pure Sunfarms and the cannabis industry.

Please send your resume directly to [careers@puresunfarms.com](mailto:careers@puresunfarms.com)