

Full Time Recruitment Coordinator/Human Resource Coordinator

The Fraser Northwest Division of Family Practice represents family physicians in New Westminster, Coquitlam, Port Coquitlam, and Port Moody, BC. We represent the traditional catchment area of the Royal Columbian and Eagle Ridge Hospitals.

Together, with our members, we work to improve patient access to local primary care, increase local physicians' influence on health care delivery and policy, and provide professional support for physicians.

The Recruitment Coordinator/Human Resource Coordinator will report directly to the Executive Director.

Key Responsibilities

- Manage the candidate experience from first contact with company to commencement of work
- Recruitment process management including:
 - advertising, conducting pre-screening calls, coordinating and on-site interviews with Members, coordinating community requirements for licensing as necessary
- Recruiting needs analysis and planning process
- Recruitment open houses
- Utilize a variety of sourcing methods to maintain a candidate pipeline in order to be responsive to hiring needs
- Assist with the coordination of new-hire training
- Participate in special projects as required
- Other duties as required

Qualifications

- Degree or Diploma in a related field or equivalent work experience
- Ability to work effectively with minimal supervision
- Excellent organizational and time-management skills
- Excellent communication skills - verbal and written
- Experience with Microsoft Office suite
- Analytical and problem-solving skills are required
- Well organized, detail oriented and a proven ability to work well in a fast-paced, deadline driven environment
- Strong interpersonal skills required
- High level of motivation and energy
- Reliable and dependable
- Ability to maintain a high level of professionalism and use tact and discretion in all interactions.
- Ability to multi-task, take initiative and set priorities.
- Excellent organizational skills.
- Ability to work independently.
- Ability to travel to meetings as required (New Westminster & Tri-Cities).

To apply, email kristan.ash@fnwdivision.ca by Friday, March 16, 2018 with a cover letter and resume. While we appreciate all responses, only candidates under consideration will be contacted.