



Are you ready for a change? CN Investment Division is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. With approximately \$19 billion in assets, we actively manage the pensions of over 50,000 pensioners and pension plan members. This important mission drives our teams and our vision each and every day.

As a part of the CN Investment Division team, you will always be learning, adapting, and creating solutions to keep pace in a changing world. You will also work in a flexible, inclusive, and equity-focused environment with lots of room to thrive and grow your career and skills.

Join our team and be part of something great.

Position: Bilingual Talent Acquisition, Human Resources

Current Opportunity

In this role, you will support the Division's full recruitment cycle. You will be responsible for sourcing candidates, scheduling and conducting interviews, participating in career events, and creating strong talent pipelines for the Division's current and future hiring needs.

As the ideal candidate you are an enthusiastic, strong team player with excellent communication and interpersonal skills. You are detail oriented, organized, self-motivated and flexible. You are able to meet deadlines and you have an excellent work ethic.

Primary Responsibilities

- Lead the full cycle recruiting process, including managing, updating, and posting positions, screening resumes, short-listing candidates, scheduling and conducting interviews, creating offer letters, and processing background and reference checks
- Assist with new hire onboarding process
- Provide support and guidance to hiring managers through the recruitment process
- Track, analyze, and report on key recruitment metrics
- Develop relationships with universities to build proactive pipelines
- Stay current on recruitment trends by participating in industry events, webinars, and conferences
- Participate, collaborate, and support HR related projects

Professional Requirements

- A Bachelor's Degree or Diploma in Human Resources Management, or related disciplines
- Minimum three years of related experience in full-cycle recruitment
- Bilingual (French and English)

Desirable Skills and Aptitudes

- Proficiency with Microsoft 365 applications
- Knowledge of a variety of computer software applications including ADP Workforce Now and YAROOMS
- High level of discretion and confidentiality
- Effective team player

- Excellent organizational skills
- Exceptional interpersonal and communication (verbal and written) skills
- Strong attention to detail
- Fast learner

If this position sounds like you, we would love to hear from you! Please send your application by February 24, 2023 via email to jobs@cnid.ca. The information received will be treated in strict confidence.

The Division values diversity and is committed to employment equity. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sexual orientation, gender identity, national origin, age, physical or hidden disability, or protected veteran status. You are encouraged to apply and to self-identify so we can work toward full representation of those groups within our company. Should you require any accommodation in the application or interview process, please just let us know.

We appreciate your time and effort, however, only candidates selected for an interview will be contacted. Thank you for your interest in the CN Investment Division.