



Corporate Recruiter (Senior Human Resources Coordinator)

Winnipeg, Manitoba

About Richardson International:

www.richardson.ca

Richardson is one of Canada's oldest and largest agricultural companies. Headquartered in Winnipeg, Richardson has more than 3,000 employees across Canada, the U.S. and the UK and is a handler and merchandiser of all major Canadian-grown grains and oilseeds. They are recognized as a global leader in agriculture and food processing. At Richardson, it is the people that make the difference. The strength and innovation of their people allows them to meet the needs of a growing world. They invest heavily into employee development and training and promote career advancement.

What Richardson has to offer:

- Excellent compensation package.
- Employee benefits.
- Pension Plan.
- Employment and professional development opportunities.

To submit your candidacy:

Please apply online at www.jobs.peoplefirsthr.com or by emailing your resume in confidence to Brittney Frias at bfrias@peoplefirsthr.com

We thank all applicants for their interest; however, only those selected will be contacted for an interview.

At Richardson International, being truly invested is at the heart of everything they do. For 160 years, Richardson has been dedicated to Canadian agriculture, and every day they work together to ensure a steady food supply for people around the world. Recognized as a global leader in agriculture and food processing, Richardson is one of Canada's Best Managed Companies.

The agricultural industry is undergoing unprecedented growth around the globe to meet increasing world demand and Richardson International is playing a leading role in meeting this demand. It is a great time to join the Richardson team as their Corporate Recruiter (Senior Human Resources Coordinator). In this role, you will provide a full spectrum of recruitment and administrative services to assigned business units in areas of candidate attraction and sourcing, recruitment, HRIS administration, job offers, and coordinating campus recruitment activities and events.

Position Overview:

- Create job postings, research advertising mediums, post jobs internally and externally and conduct employee orientations for entry-level positions.
- Support full cycle recruitment and selection process for entry-level positions; screen candidates, conduct phone screens, schedule interviews, conduct reference checks, conduct exit interviews, and prepare offer letters.
- Coordinate participation in campus recruitment events by building relationships with post-secondary institutions to organize attendance and logistics for campus events and act as the central point of contact for student co-op placements.
- Track and report on annual recruitment activities across all Richardson.
- Provide HRIS user support to managers and employees for routine inquiries, troubleshoot issues, and escalate technical issues to the HR systems team.
- Review HRIS transactions completed by managers such as job requisitions, job offers, job changes, and maternity or parental leaves as well as follow up on outstanding HRIS transactions.
- Maintain accurate records and allocate recruitment costs back to hiring areas.

Qualifications:

- You have 2 -3 years in Human Resources administration with recruitment experience.
- Post-secondary education in Human Resource Management, Business Administration, or a related field would be considered an asset.
- You are proficient with Microsoft Office and HR systems.
- You have superior attention to detail, strong organizational skills, and the ability to work independently in a fast-paced and high-volume environment.
- You have exceptional communication skills and the ability to manage multiple priorities simultaneously.
- Communicating in both French and English is preferred.