



## **Casual Recruitment Assistant**

Looking for a career with a dynamic organization that is committed to protecting wildlife? We are interested in dedicated individuals who are positive, enthusiastic and passionate about wildlife conservation and protecting our planet.

Our Toronto Zoo is a mission-based, research, not-for-profit organization whose mission is connecting people, animals and conservation science to fight extinction.

Our Toronto Zoo serves more than 1.2 million guests each year on over 500 acres and the foundation of all of our work is based on four cares:

- We care about our animals
- We care about our team
- We care about our guests
- We care about our community

We strive to have this caring culture grounded in the principles of equity, diversity and inclusion. We commit to collaborating with our teams, guests and community to reflect and celebrate the rich diversity of Toronto and Canada.

As a world class accredited zoo and part of the global conservation community we work with the World Association of Zoos and Aquariums and the International Union for the Conservation of Nature and collaborate with governmental agencies, conservation and science non-governmental organizations and corporate and academic partners to share our knowledge and learn from each other to enhance our collective impact.

We are currently embarking on our new Master Plan and creation of a Community Conservation Campus. As one of the GTA's Top Employers, we are seeking an experienced Casual Recruitment Assistant to join our Human Resources team.

**HOURS OF WORK:** 37.5 hours per week

**DURATION:** July 2022 to December 2022

**Basic Function:** Reporting to the Human Resources Manager, this position is responsible for providing recruitment support through all phases of the recruitment cycle through a combination of working at the Zoo and remotely. This position will assist and provide support in implementing the approved Strategic Plan.

### **RESPONSIBILITIES:**

- Preparing and posting job advertisements on internal and external platforms
- Preparing screening sheets and providing applications to hiring
- Conducting reference checks
- Conducting virtual/phone interviews
- Scheduling and proctoring assessments

- Scheduling interviews and meetings
- Preparing interview questions and packages
- Preparing and processing documentation
- Data entry in the HRIS/ATS, and other tracking platforms
- Responding to telephone/email inquiries
- Assists guests on-site as required and ensures excellent customer service is provided
- Other related duties as requested by Human Resources team

**QUALIFICATIONS:**

- Graduate of a human resources/labour relations post-secondary program.
- Previous recruitment, and clerical/administrative experience in a unionized environment.
- Must be able to work in a fast moving environment with constantly changing priorities and be detailed oriented.
- Ability to prepare reports and presentations.
- Must be an outgoing individual who possesses the ability to deal with people effectively.
- Must be able to communicate effectively both orally and in writing
- Must have above average computer skills (Microsoft Word/Excel/Powerpoint).
- Experience with using an Applicant Tracking System is an asset.
- Ability to ensures confidentiality and discretion in the handling of labour relations and personnel matters.
- Must be extremely organized and capable of working with minimum supervision.

**CANDIDATES MAY BE REQUIRED TO TAKE A WRITTEN AND/OR PRACTICAL EXAMINATION RELEVANT TO THE POSITION.**

If interested in this position, please click on the link below and complete the instructions on the questionnaire. You will be required to submit your resume and cover letter no later than June 26th, 2022.

To apply click here: <https://forms.office.com/r/56MX9iE4jc>

**While we appreciate the interest of all applicants, only those selected for an interview will be contacted.**

*The Toronto Zoo provides accommodation for employees with disabilities, as defined under the Ontario Human Rights Code. If contacted for an interview, and you require specific accommodation for the interview process because of a disability or a medical need, then please advise the person contacting you of your requirements, so that arrangements can be made for the appropriate accommodations to be in place before you begin the interview process.*

*The Toronto Zoo respects the principles of equity, diversity and inclusion and seeks to model these principles in all that we do. We are committed to fostering an inclusive workforce where all employees feel respected, supported and valued. We strive to create an environment that represents the rich diversity of our guests and our community and encourage applications from all qualified individuals who can contribute to enhancing our commitment to equity, diversity and inclusion. Applications are especially encouraged from racialized persons/persons of colour, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and women.*

***Please be advised the Toronto Zoo requires mandatory COVID-19 vaccinations for employees.***