

## CAREER POSTING

<b>POSITION:</b>	Recruitment Assistant (12 month maternity contract)
<b>DEPARTMENT:</b>	Health Match BC/HEABC
<b>STATUS:</b>	Full-time
<b>SALARY:</b>	TBD
<b>CLOSING DATE:</b>	Until filled

The Health Employers Association of British Columbia (HEABC) takes a provincial leadership role in human resources and labour relations issues management for more than 230 publicly funded health care employers.

Health Match BC (HMBC), a division of HEABC, is a professional healthcare recruitment service funded by the Government of British Columbia. Within the last year, Health Match BC has expanded its role to deliver and lead a wide range of provincial recruitment initiatives for key Health Human Resource priorities throughout the province. We are currently in need of team members who have a passion for customer service and a keen interest in making an impact across communities in BC.

For more information, visit [www.heabc.bc.ca](http://www.heabc.bc.ca) and [www.healthmatchbc.org](http://www.healthmatchbc.org)

### OPPORTUNITY:

The Recruitment Assistant is often the first point of contact for many of our candidates and external stakeholders and is heavily relied upon to provide excellent customer service in the form of email and telephone communications. The Recruitment Assistant is responsible for supporting the day-to-day work of a Recruitment Consultant, including maintenance of the Health Match BC database and filing systems, assisting in the collection and organization of licensing and immigration paperwork, tracking candidates' progress throughout the recruitment lifecycle and responding to general inquiries from stakeholders and interested applicants.

Though knowledge of healthcare recruitment is preferred, experience working in a team-based environment and delivering excellent customer service is essential.

### Required Knowledge and Experience:

- Successful completion of grade twelve (12) supplemented by human resources or business training and three years' recent, related experience or a combination of education, training and experience.
- Strong interpersonal and communication skills are essential, as well as strong customer service skills with applied experience in patiently and effectively dealing with a diverse range of people from a variety of countries in a pleasant and professional manner.
- Ability to prioritize work and complete assignments in a manner that efficiently utilizes resources and optimizes departmental efficiency.
- Ability to apply discretion in dealing with personal and confidential documentation.
- Ability to exercise sound judgement and follow processes and procedures.
- Ability to operate computer equipment, type at 50 w.p.m. and be proficient in Microsoft Office Suite. Must demonstrate a high degree of accuracy and attention to detail.

## HOW TO APPLY:

If you're looking for a fulfilling and challenging career within a dynamic organization, please submit a cover letter and resume outlining your experience to:

**Human Resources, HEABC**  
**300-2889 East 12<sup>th</sup> Ave**  
**Vancouver, BC V5M 4T5**  
**Email: [careers@heabc.bc.ca](mailto:careers@heabc.bc.ca)**

*We wish to thank all applications for their interest and effort in applying; however, only those candidates selected for an interview will be contacted.*