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## Manager, Talent Acquisition Montreal, Quebec

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### Overview

The Talent Acquisition function has the mandate to meet current and future business needs through the design and delivery of Talent Acquisition strategies, processes, resources & tools that engage and enable the organization. This person and will be responsible for the management of four (4) Talent Acquisition Partners located in Vancouver, Ontario and Quebec. This role will have a national scope, working with hiring managers and HRBPs across the country to identify, design and execute talent strategies that drive business results.

### What You Will Do

- Directly lead four (4) Talent Acquisition Partners for QC, ON/ATL, and West.
- Coaches and trains team on key aspects of the overall recruitment process to ensure a high level of execution.
- Evaluate the team's results based on performance indicators (KPIs).
- Drive operational excellence within talent acquisition to ensure a positive customer and candidate experience.
- Deliver consistent standards of execution across the organization through leveraging best practices and sharing new initiatives.
- Design and document workflow, policies, procedures and processes.
- Deliver communication & training to support processes.
- Develop and maintain standardized tools and materials (intake meetings, interview grids, letter templates, etc.).
- Work with HRBP's and hiring managers to gather hiring demand forecasts.
- Utilize recruitment systems effectively following key standards, documenting key actions, recommending improvements and ensuring all data is accurate for reporting purpose.
- Develop KPI measurements, reporting and analysis. Frequently capturing, analyzing, preparing and presenting hiring data and statistics to the HRBP group and management.
- Show a clear line of sight on historical, current state, forecasted recruitment output, and periodic analyses.
- Design standard reports.
- Develop, implement, and oversee external and internal pipeline recruiting processes by leveraging candidate databases (internal and external) in addition to other sourcing channels (universities, competitive research, job fairs and social media) to identify prospective candidates to create awareness and invite them to apply for open positions.
- Create effective and consolidated practices that streamline processes for similar or multiple hires.
- Build a sustainable and scalable sourcing plan to address current demand and future growth.
- Assist with and support overall vendor selection and management, ensuring contract performance and compliance, and resolving any quality issues.
- Negotiate contracts with suppliers.
- Regularly review vendor usage for cost effectiveness.
- Conduct intake sessions with hiring managers to understand the position demand requirements and hiring manager expectations to ensure high quality candidates are sourced.
- Conduct phone and face to face interview with potential candidates.
- Negotiate, if need be, agency assistance to recruit management positions.
- Follow-up on a weekly basis with the ELT or SLT on recruitment progress as required.
- Coordinate recruitment assessments (in-basket analysis, role playing, etc.).
- Manage & coordinate the candidate interview, offer and onboarding process.
- Work closely with the HRBP team to support and deliver management and executive roles.

### Skills & Qualifications

- University (undergraduate studies) in Business, Human Resources or Arts combined with a minimum of six (6) years' experience in Talent Acquisition and at least three (3) years' proven leadership experience.
- Project management and program management skills, to include planning and execution of initiatives and change processes.
- Demonstrated ability to influence with proven success developing strong internal client relationships and mobilizing stakeholders to reach agreement.
- Analytical and business-minded: Skilled at helping the organization make informed decisions that deliver bottom-line results. Strong analytical skills with a demonstrated ability to make critical assessments.
- Strong project management skills, process-oriented and able to allocate and optimize resources to effectively manage multiple timelines.
- Works collaboratively as part of a team that works and wins together. Collaborates on projects, communicates results, and encourages and solicits feedback.
- Effective communication: able to communicate effectively with individuals up, down, and across the organization.
- Experienced with a variety of ATS platforms.
- Fluently bilingual in French and English – both written and spoken.
- Available to travel nationally up to 15% of the time.

### Why Join?

**The Organization.** A dynamic and growing leader in their industry.

**The Role.** This role provides a great opportunity to make an impact on the company's talent strategy.

**The People.** A collaborative culture that drives the business forward as a unified team.

### Your Next Steps

Email your resume in **word format** to [mohana@radarhh.com](mailto:mohana@radarhh.com). Please quote **project 106834** in the subject line. radar promotes the highest standards of integrity and principles of quality, diversity, equity, and ethical practice. We thank all those who submit their résumés. Only those selected for further consideration will be contacted.