

# 11787BR - Contract Recruiter

Status: Open

Job req template: Regular Requisition

Job Code : 080002 Human Resources Consultant 2.08.Professional

Business Title : Contract Recruiter

Job Description : **Position: Contract Recruiter**

Boart Longyear is a global mineral exploration company celebrating its 127th anniversary. It is headquartered in Salt Lake City, UT with operations around the globe in 40 countries with 5,000 employees. The company provides mineral exploration services and drilling products for the global mining industry and has a presence in drilling water exploration, environmental sampling, energy, and oil sands exploration.

### **Job Summary:**

Provide leadership for Talent Acquisition. Effectively represent and market the Boart Longyear brand, our business objectives, and career opportunities to potential candidates. Serve as key HR contact and partner to drive recruitment objectives and implementation. Supports the HR Team with other projects and tasks. This is a contract position, expected duration of 4-6 months.

### **Position Responsibilities:**

- Proactively develop and execute recruitment strategies that drive quality-of-hire and time to fill.
- Be a trusted adviser by developing strong and effective partnerships with operational leaders and employees to advance talent acquisition initiatives.
- Build strong, diverse candidate pipelines and develop relationships with candidates for future opportunities.
- Create a stellar candidate experience in identifying and anticipating candidate needs, following issues to closure, collaborating with key stakeholders to maximize candidate experience and meet the expectations of the business.
- Understand the industry and apply knowledge of the marketplace to help fill positions.
- Support HR Manager/HR Generalist with matters

concerning interpretation and administration of company policies, workplace procedures, and government regulations.

- Ensuring the Onboarding of new hires is followed according to procedures in a timely and thorough manner.
- Approximately 90% of the job will be recruitment responsibilities and 10% will be generalist responsibilities.

**Position Qualifications:**

- Boart Longyear is committed to high quality, safety, environmental and continuous improvement practices. Applicants should be able to demonstrate shared values in this area.
- Bachelor's degree (preferred), HR Certificate (asset).
- 2+ years recruiting experience with demonstrated track record of filling multiple roles in a fast paced environment.
- Proven experience prioritizing and managing multiple assignments concurrently, performing well under pressure, and meeting deadlines, while ensuring acute attention to detail and accuracy.
- Minimal travel may be required.
- Strong analytical and project management skills with ability to handle multiple projects concurrently.
- Aptitude for solving problems, critical thinking and self-initiative.
- Excellent communication skills -- written and verbal.
- Strong interviewing and influencing skills.
- Ability to operate within organizational matrix.
- Comfortable with MS Office tools.

*Boart Longyear welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process as per the guidelines of the Accessibilities for Ontarians with Disabilities Act (AODA).*

Grade : 11

Cost Center : CANADA.CA.21180820170161.Regional Office -  
Canada.ISG&A.Administration.HR.HR General

Recruiter : Hermann, Kyra (717351)

Hiring Manager : Ahmed, Nasir (717629)

Supervisor : Ahmed Nasir (717629)

HR Administrator Role : HR Admin NAM Canada

Location : Haileybury