

Senior Talent Acquisition Specialist

LloydSadd
INSURANCE BROKERS

NAVACORD

EDMONTON | Reporting to: Vice President, Human Resources

The Role

As a Senior Talent Acquisition Specialist, you will be the driver and the doer of the sourcing, attracting and overall hiring of insurance broker talent for both sales and service. What does a Senior Talent Acquisition Specialist at Lloyd Sadd look and feel like? Are you: interested in each day being different from the next; socially-focused with a great deal of attention devoted to building and maintaining relationships in a warm, empathetic, and helpful manner; a champion of the "follow-up", managing and owning the entire process from sourcing to getting a candidate in the door; interested in a job that allows much flexibility in how the results are produced; used to several "pots on the fire" at once with a relatively quick pace to keep everything going smoothly; or ready to make decisions "not in a vacuum" and to be the consummate teammate?

WHAT YOU'LL DO

- Become familiar with our systems, processes and stakeholders
- Manage multiple requisitions and simultaneous projects in a fast-paced environment
- Act as a point of contact for a complete recruitment cycle and track relevant recruitment data in forecasting annual hiring needs and identifying a recruitment strategy that works for the organization
- Coordinate and participate in selection procedures with Hiring Managers to include: screening calls, administering profile assessments and in-person interviews
- Post open positions and source candidates through various online channels
- Lead employer branding initiatives to attract top talent in the industry
- Organize and attend job fairs and recruitment events during and outside general office hours
- Foster long-term relationships with past applicants and potential candidates
- Perform other duties as assigned

WHAT WE REQUIRE

- Formal experience in Recruitment and Talent Acquisition, bonus points for insurance industry knowledge;
- Strong knowledge of social media, resume databases, and applicant tracking tools;
- Connections and expansive network of professionals;
- An avid learner that is willing to invest in building strong internal relationships with key stakeholders;
- A well-defined sense of diplomacy and business acumen;
- Skill in problem solving, critical thinking, decision making, teamwork, communication, innovation, and adaptability;
- RPR and CPHR designation preferred;
- Proficiency with Microsoft Office Suite.

Qualified candidates are invited to email their resume and cover letter to: hr@lloydsadd.com



Lloyd Sadd is actively committed to support diversity, equity, and inclusion. We serve and recognize and respect human differences and similarities. We value the diversity of people and actively encourage women, indigenous peoples, members of visible minorities, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ2+) persons to apply.