

CAREER POSTING

POSITION:	Recruitment Assistant, Allied Health
DEPARTMENT:	HR Services and Strategies
DIVISION:	Health Match BC

The Health Employers Association of British Columbia (HEABC) takes a provincial leadership role in human resources and labour relations issues management for BC’s publicly funded health care employers. HEABC is home to several provincial services and programs related to health human resources, including Health Match BC – BC’s provincial health care recruitment program.

Health Match BC is growing and expanding the recruitment services it provides for in-demand and priority occupations. This includes new recruitment services and supports for registered nurses. We are currently in need of new team members who have a passion for recruitment and customer service and a keen interest in making an impact across communities in BC.

The successful candidate may be permitted to work in a hybrid model (combination of in-office and flexible work location) and must live within commuting distance of our Vancouver office. The successful candidate must be fully vaccinated against COVID-19; proof of Vaccination is required.

For more information, visit www.heabc.bc.ca and www.healthmatchbc.org

OPPORTUNITY:

Reporting to the Director, Health Match BC, the Recruitment Assistant, Allied Health is responsible for maintaining the HEABC Recruitment Solutions database and filing systems, supporting the day-to-day work of a Recruitment Consultant including the collection of licensing and immigration paperwork, responding to general inquiries from stakeholders, and answering the HEABC Recruitment Solutions general telephone line.

Responsibilities include:

- Evaluates incoming online applications, assigns applicants to the appropriate Recruitment Consultant, flags potential “hot lead” candidates for immediate attention and follows through on all established procedures.
- Ensures all candidate files are kept current and accurate. Assists Recruitment Consultants with information from files and creation of new files, as required.
- Maintains and updates vacancy listings on the HEABC Recruitment Solutions database and/or website.
- Refers applicants to appropriate health authority vacancies.

Required Experience:

- Completion of grade twelve (12) supplemented by business training
- A minimum of three (3) years’ recent, related experience or a combination of education, training and experience.
- Previous customer service experience strongly preferred.
- Ability to type at 50 w.p.m., proficiency in Microsoft Word, Excel and Outlook as well as a high degree of accuracy and attention to detail.

- Excellent verbal and written communication skills and the ability to work with clients from a variety of countries and cultures is critical.
- Must be well organized and able to work under minimal supervision.

This position is well-suited to an individual interested in pursuing a career in an interesting segment of the public sector, and who values the opportunity to make a positive public contribution through their work.

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 12th Ave
Vancouver, BC V5M 4T5
Email: careers@heabc.bc.ca
Fax: 604-736-2715

HEABC is committed to creating a diverse work environment that represents a variety of perspectives and skills, where all staff are treated fairly and equitably. We encourage qualified candidates from all races and ethnicities, all genders and sexual orientations, and persons with all abilities to apply. We take seriously our duty to create and sustain a culture that is healthy, accessible and rewarding for all staff, and recognize that the more inclusive we are, the better our work will be.

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