



Take your career to the *Next Level* with the Toronto Blue Jays

Are you interested in joining our People Operations This is your chance!

The Toronto Blue Jays are looking for a Talent Acquisition Specialist

The 12-month contract Talent Acquisition Specialist will act as a leader supporting hiring managers through the recruitment cycle for full-time, part-time and seasonal job openings across Canada and the US. Our hiring process differs from traditional approaches (see our [Careers Site](#) for more information) and this new hire will need to act as a consultant, project manager as well as a positive influence/rep for the candidate experience. This role will be responsible for ensuring an exceptional candidate and hiring manager experience. The Talent Acquisition Specialist will also be an active leader in the Club's diversity, equity and inclusion initiatives with emphasis on extending employer brand/recognition as well as within the hiring process.

This role may be for you if you:

- Love and excel at multi-tasking; shifting effortlessly between facilitating the steps of a hiring process, to calling referrals, to navigating technology and customizing reports in Excel
- Fundamentally believe in delivering a positive candidate experience, ensuring you get back to everyone – even if it means giving the same response to multiple people the same day, you do so with empathy and consideration
- Are considered a leader in talent acquisition, finding intrinsic satisfaction in finding the 'unicorns' for your clients, delving into the depths of candidate pools and actively seeking out new pipelines
- Are interested in flexing in new spaces, the HR team is small but mighty, and you would need to wear multiple hats to support broader efforts – immigration, relocation, system implementation, projects, etc.

Responsibilities:

- Partners with management and HRBP team to develop an understanding of business objectives and corresponding staffing needs

- Facilitates the full hiring process from sourcing to background screening, including the administration required for each step
- Leads active and passive sourcing strategies and can work with external vendors to support the same
- Serve as subject matter expert and liaison to business groups and functional partners across the organization
- Leads diversity, equity and inclusion goals related to hiring and provides support on these initiatives in other areas as needed
- Networks with internal and external sources on best practices and processes in order to continuously improve talent acquisition strategies
- Partners with HRBPs to coordinate all full-time onboarding
- Identifies external opportunities (schools, associations, groups etc.) that are aligned with the hiring needs of the Toronto Blue Jays and represents the Club at those recruiting events
- Other duties as needed

Qualifications:

- Five (5) plus years or progressive experience, with at least three (3) years of sourcing and recruiting experience for professional level positions at a comparable level
- Prior experience in filling niche roles including but not limited to conducting executive searches
- Adept at using an applicant tracking system (ATS) such as Taleo, SAP, etc. and may have even implemented a new ATS
- Exceptional communication skills
- Excellent time management, prioritization and planning skills
- Highly collaborative, an ability to work effectively within a team and dedicated to the accomplishment of both team and individual objectives
- Prior experience in high volume recruiting preferred
- Post-secondary education in a relevant field of study (human resources) preferred
- Demonstrated proficiency with the Microsoft Office suite of products

Applicants must be legally eligible to work in Canada or obtain a work permit within 3 months of hire. If you have questions, please reach out to Emma Veltri at

tbj.careers@bluejays.com