



**Travel Brands™**  
**Junior Talent Acquisition Specialist**

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**Position:** Junior Talent Acquisition Specialist  
**Reports to:** HR Generalist  
**Department:** HR  
**Location:** Head Office, Toronto, Ontario

### **The Opportunity**

Are you a human resource professional with a passion for recruiting and looking for an exciting opportunity to advance your knowledge, skills and career in a great working environment?

If you are passionate about finding and placing top talent and you know how to reach and engage candidates, we have the perfect job for you!

We are looking for a hardworking and enthusiastic Junior Talent Acquisition Specialist to join our ambitious HR dream team and help us drive top talent to our company via innovative candidate attraction strategies.

### **How You Will Be Spending Your Time**

- Liaising with internal departments to determine recruitment needs.
- Determining selection criteria, hiring profiles, and job requirements for vacant positions.
- Sourcing potential candidates through online company career portals, recruitment sites, job boards, social platforms, as well as print media, posters, and flyers, when required.
- Managing hiring processes via electronic Applicant Tracking Systems.
- Evaluating applications and screening candidates via calls or emails, as well as facilitating pre-interview assessments.
- Compiling interview questions and conducting in-person or video call interviews with shortlisted candidates.
- Preparing hiring forecasts as part of the company's strategic planning.
- Documenting processes and fostering good relationships with potential candidates and past applicants.
- Developing hiring strategies and procedures in line with industry trends, as well as keeping informed of advancements in the field.

### **The Skills, Experience and Requirements You Need to be Successful**

- Exceptional verbal, written, and interpersonal communication skills
- At least 2 years of experience as a talent acquisition specialist, or similar.
- Bachelor's degree in human resources management, or similar.
- Excellent understanding of full cycle recruitment processes
- Ability to liaise with internal departments and develop hiring strategies and profiles.
- Advanced knowledge of effective hiring platforms that attract suitable applicants.
- Exceptional ability to screen candidates, compile shortlists and interview candidates.

The Company values diversity in the workplace and is committed to employment equity. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the company will provide accommodation, accessible formats and communication supports for the interview upon request and we will work with you to meet your accessibility needs.