

Tłchq Government Job Description

Job Title: Recruitment Coordinator

Department: Corporate Services

Reports To: Manager: Human Resources Services

Location: Behchokò

Job Status: Full Time

Job Description Status: May 8, 2025

Purpose

The primary purpose of the Recruitment Coordinator is to coordinate the recruitment and selection process for the Tłchq Government, ensuring staffing processes are conducted efficiently, fairly, and in alignment with policies. This position supports the organization by managing job competitions, coordinating onboarding processes, and supporting recruitment and workforce planning efforts across departments.

Scope

The Recruitment Coordinator supports staffing efforts across all departments, liaising with hiring managers and HR staff to ensure recruitment processes meet internal standards and timelines. The position plays a key role in upholding confidentiality, fairness, and procedural consistency within the Tłchq Government's staffing framework.

Duties and Responsibilities

Under the direction of the Manager, Human Resource Services, the Recruitment Coordinator:

1) Coordinate the recruitment and selection process to assist in the recruitment of a skilled and effective workforce

- a) Support recruitment efforts by coordinating with hiring managers to confirm staffing needs and timelines.
- b) Ensure job descriptions are current and appropriately rated prior to the start of a recruitment process.
- c) Establish and maintain competition files, selection committees, and screening criteria.
- d) Draft and post job advertisements through approved internal and external channels.
- e) Track and manage application intake and maintain organized competition documentation.
- f) Support the development of interview questions and screening tools in collaboration with HR and hiring managers.
- g) Schedule and coordinate interviews and participate as required.

- h) Conduct reference checks and ensure completion of pre-employment requirements.
- i) Prepare offer letters and candidate regret notices in collaboration with the HR Manager.
- j) Maintain a centralized log of all staffing competitions and results.
- k) Archive competition files in accordance with policy.

2) Coordinate and support recruitment and onboarding activities

- a) Act as a resource to managers and staff on recruitment-related policies, procedures, and best practices.
- b) Assist with onboarding tasks including preparation of new hire documentation, benefits enrollment, and scheduling of orientation sessions.
- c) Deliver or coordinate onboarding support by providing new employees with clear information on benefits, pension plans, insurance, and organizational expectations.
- d) Maintain and regularly update HR templates, recruitment forms, and the Employee Orientation Handbook to ensure consistency and compliance.
- e) Update internal staffing spreadsheets and recruitment logs to support HR planning, monitoring, and reporting.
- f) Track and report on recruitment activity and key hiring metrics to support workforce planning and HR reporting needs.
- g) Support HR-led training and development initiatives by organizing workshops and sessions related to recruitment and onboarding, including sessions for hiring managers.

3) Support broader HR initiatives and divisional operations

- a) Participate in HR planning and team meetings.
- b) Assist with drafting internal communications related to staffing updates, competition launches, and policy changes.
- c) Coordinate scheduling and logistics for large-scale staffing projects, such as seasonal/summer or bulk hiring campaigns.
- d) Maintain recruitment documentation and ensure compliance with filing and confidentiality standards.
- e) Contribute to the continuous improvement of recruitment tools, forms, and procedures.
- f) Provide backup administrative assistance to HR team members as needed.

4) Assist with organizational planning and reporting

- a) Help compile quarterly and annual staffing reports.
- b) Monitor and track recruitment timelines and flag delays or urgent issues to HR leadership.
- c) Maintain awareness of regional staffing challenges and trends.
- d) Assist in tracking probation periods, contract renewals, and timelines for temporary hires.

5) Perform other related duties and assist with all human resources functions as required

Supervisory Responsibilities

The Recruitment Coordinator has no supervisory responsibilities. They report to and take direction from the Manager, Human Resources Services.

Education and Skills

The Recruitment Coordinator is expected to have the following educational background, work experience and skills:

- Diploma or certificate in a related field with one to three years of related work experience (equivalencies will be considered)
- Familiarity with employee recruitment and selection processes is preferred
- Strong interpersonal and communication skills and the ability to work as a member of a team
- Well-developed problem-solving abilities
- Ability to operate computer programs, manage filing systems and enter data
- Ability to undertake a range of tasks and responsibilities, with a minimum of supervision
- Familiarity with the Tłıchǵ language, culture and way of life
- Ability to speak the English and Tłıchǵ languages is an asset

Working Conditions and Effort

The Recruitment Coordinator is expected to demonstrate the following abilities:

- Ability to sit for extended periods
- Ability to focus and attend to details for extended periods of time
- Willingness to work pre-approved overtime as required
- Ability to make effective decisions and solve problems
- Willingness to travel to the Tłıchǵ communities
- Abide by all relevant legislation as well as the Tłıchǵ Agreement and Tłıchǵ Government Policies and Procedures.

Confidentiality

The incumbent may gain knowledge of personal and/or confidential information. The incumbent will not use for his/her own benefit or gain, or divulge to any persons, firm, company or other organization, any confidential information gained as a result of this position.

Certification

Dated this _____ day of _____, 20__	
_____ Employees Printed Name	_____ Supervisor's Printed Name
_____ Employee Signature Date	_____ Supervisor's Title
	_____ Supervisor's Signature
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.