



## RECRUITER

### LET US INTRODUCE OURSELVES!

Sigfusson Northern, historically a family-owned business, has entered its 4th generation of ownership encompassing employee participation. Our primary focus is building strong and lasting relationships with our employees, our clients, and the communities we serve. Ongoing growth and diversification have positioned Sigfusson Northern at the forefront of heavy civil construction and general contracting, known for our ability to overcome any obstacle. Tough, reliable, and quality-driven, we consistently deliver the highest value. We know the north. We are multi-faceted. We help lift communities. We embrace new technology. And we are highly skilled.

### WHAT THE ROLE IS ALL ABOUT!

If you thrive in a high-volume, collaborative, and a positive-vibes-only environment, come join our People & Culture team as a Recruiter! Reporting directly to the Lead Recruiter, this position will perform a high volume of full-cycle recruitments for craft & labour positions across all Sigfusson Northern & 3Di project sites. While having a major part in our project success, the Recruiter is accountable for sourcing key personnel for our large and unique projects, all while maintaining and updating recruitment documentation, reports, and attending project meetings to ensure staffing requirements are being met. This position will be in our Winnipeg Office.

### ESSENTIAL CONTRIBUTIONS WE NEED FROM YOU!

- Execute the full-cycle recruitment process for all craft and labor employees.
- Work collaboratively with the recruitment team and department hiring managers on all open jobs.
- Ensure candidates receive a best in class experience throughout the recruitment process.
- Conduct a high volume of candidate pre-screens, interviews, and reference checks.
- Attend various career fairs and conventions to promote opportunities within Sigfusson Northern and the company as a whole.
- Prepare and present offers to candidates and conduct follow up as required.
- Book A&D testing and Criminal Background Checks for candidates as required.
- Liaise with the People & Culture team to ensure candidates are onboarded effectively and efficiently.
- Create a high volume of candidate files and update as needed.
- Follow up with candidates to ensure all site required documentation is completed.
- Ensure the recruitment database is maintained and updated on a daily and weekly basis.
- Provide exceptional customer service to all internal and external candidates.
- Assist with developing processes and procedures to better the recruitment process.
- Liaise with site personnel including Project Managers, Superintendents, and Site Administrators to ensure site tracking sheets are updated and maintained daily and weekly.
- Answer employee questions and concerns regarding specific recruitments and processes.
- Update and maintain a high volume of confidential information.



## **WHAT WILL MAKE YOU A POSITIVE IMPACT?**

- The ability to collaborate, build positive relationships, and be an approachable resource to all departments is a top priority for this position.
- Experience working in the heavy civil and/or general contracting construction industry will be a great asset.
- Experience in a high-volume administration role will be considered an asset.
- Completion or aspiration to complete post-secondary education in Human Resources or a related field will be valuable for the organization.
- Ability to manage confidential information is mandatory.
- Experience recruiting in the construction field will be considered an asset.
- Advanced MS Office (Word, Excel, Outlook) is required.
- Critical thinking and effective decision-making skills are required.
- Ability to work as part of a team is required.
- Exceptional customer service skills are mandatory.
- Ability to work under pressure and meet strict deadlines.
- Strong communication skills both verbal and written as well as electronically.
- Strong accuracy and attention to detail.
- A valid driver's license is required.

## **READY TO JOIN US?**

If you have additional questions related to this role, please reach out to **Corie McKay** directly and she will be more than happy to assist you! If you are ready to send us your application, please click Apply, attach your resume and submit it directly to **Corie**!

Only those moving forward in the process will be contacted by our dynamic recruitment team!

## **EQUAL OPPORTUNITY EMPLOYER? YOU BET!**

The finalized base pay for a successful candidate at Sigfusson Northern is determined based on several job-related influences such as experience, training, market demands, location, role expectations etc.

Sigfusson Northern is proud to be an employer who provides equal opportunities. Our team is successful because we consist of individuals from all backgrounds who contribute diverse experiences, perceptions, and skillsets that allow our company to continuously develop, grow, and succeed.

## **CAREER GROWTH? ABSOLUTELY!**

We are known to work on challenging yet exciting projects, and we know our success comes from our people. Growth opportunities are available and your personal and career growth are a top priority for us. We are confident you will elevate your skillset and be provided with continuous learning opportunities throughout your entire career with Sigfusson Northern.



### **MENTAL, PHYSICAL, & FINANCIAL HEALTH FOCUS? ALWAYS!**

**WE CARE** is one of our core values and we truly care about your mental, physical, and financial health. **Time to recharge?** Yes. We have a great work-life balance initiative which includes a competitive vacation program and flexibility. **Competitive salaries & benefits?** Yes. We are always ensuring our employees are taken care of and we offer an appealing compensation and benefits package, along with additional perks. **Financial support?** Sigfusson Northern provides access to financial outlets and has educational sessions to assist our employees with financial planning and preparation. We care about your future!

### **A COLLABORATIVE, MOTIVATING, AND FUN ENVIRONMENT? OF COURSE!**

In your first few days, it's all about getting settled in, meeting your new teammates, and ensuring you have everything you need to be successful in your role. We care about first impressions, and we want to make sure you have the best one. Our onboarding experience is something we take seriously, and we want you to feel valued as soon as you walk through the door. We continuously put on exciting company events, celebrations, and have recognition programs to show our employees that we appreciate them, and we encourage collaboration, and a dynamic, strong, and positive workplace culture.