



**BERWICK**  
RETIREMENT COMMUNITIES



### Join our Team

***Are you a people-focused professional with a passion for helping others find their dream jobs?  
Are you self-motivated and results oriented?  
Are innovation and creativity exciting to you?***

If this sounds like you, Berwick Retirement Communities has an exciting opportunity for you as our Talent Acquisition and Retention Coordinator.

#### **About Us:**

Since 1989 Berwick Retirement Communities has been offering quality retirement living in seven residences across BC: Victoria (2), Nanaimo, Comox, Kamloops, Campbell River & Qualicum Beach. We are proud to be Vancouver Island Owned & Managed.

#### **Duties:**

Reporting to the Director of Human Resources, the Talent Acquisition & Retention Coordinator coordinates the recruitment, onboarding and engagement of talent for all Berwick sites. This role works collaboratively with hiring managers to ensure the use of innovative and creative strategies to attract talent to Berwick, and supports retention of new hires through orientation, onboarding and education. The Talent Acquisition and Retention Coordinator:

1. Partners with senior leaders and managers effectively to anticipate the staffing needs of the organization.

For more information, visit [www.berwickretirement.com](http://www.berwickretirement.com). Proud to be BC owned and operated.

2. Acts as a leader in recruitment and comes up with proactive and innovative strategies to attract and develop a pipeline of talented candidates for a variety of roles.
3. Administrates the job posting process both internally and externally.
4. Represents and promotes Berwick's brand and value proposition at external recruitment events in a positive and professional manner.
5. Ensures new hire administration and orientation is completed in alignment with priorities
6. Administrates candidate reference checks and the Criminal Record Review Process
7. Adheres to the Employment Standards Act, Human Rights Code and employment law principles.
8. Correctly interprets and applies Collective/Staff Agreements and company policies.
9. Participates in the development of corporate human resources strategies and programs.
10. Participates on workforce planning teams and works to anticipate the hiring needs of each site and service. Creates a comprehensive recruitment plan to meet those needs
11. Provides input into the development of policies and procedures regarding recruitment and selection, & onboarding.
12. Responsible for the management of day-to-day operations of recruitment and onboarding
13. Develops targeted sourcing strategies
14. Creates and maintains pipelines to access top level talent, while delivering timely and effective customer service and support to internal hiring managers
15. Responsible for staff engagement planning and communication
16. Administrates Berwick's employee satisfaction survey
17. Coordinates and conducts orientation and continuing education for staff (e-learning and live events)
18. Implements retention strategies across all sites
19. Conducts exit interviews and provides feedback on site retention
20. Maintains e-records of required staff education and documentation

### **Qualifications & Experience:**

- Degree or Diploma in Human Resources (Recruitment Concentration Preferred)
- 3 to 5 years of recruitment experience.
- 3 to 5 years of training & facilitation experience
- Experience with Microsoft Office software applications.
- Knowledge of employment law related to recruitment.
- Excellent technological skills.
- Experience using behavior based interview techniques.
- Ability to travel to community organizations, schools and career fairs for presentations as required.

### **Skills & Abilities:**

- Articulate and Enthusiastic
- Listening and problem solving
- Polite and respectful to others
- Organizes tasks, deadlines and responsibilities
- Understands confidentiality
- Friendly and professional demeanor
- Self-Motivated; takes initiative
- Results-oriented
- Flexible and adaptable
- Listening, understanding and responding
- Planning, coordinating, and organizing
- Responsive

#### **What We Offer:**

- **A comprehensive 100% employer-paid benefits package**
- **Group RRSP match**
- **Work-life balance (Monday-Friday position)**
- **Meaningful work as part of a dynamic team**

#### **What Our Staff Are Saying About Working With Berwick Retirement Communities**

*I love working at Berwick. Each day presents different opportunities to challenge ourselves. I get to work closely with staff and residents to ensure that the programs we offer are the highest quality and most up to date. We have such a great team that supports each one other and inspires me to do my best.*

*- Jacqueline, Recreation Manager Berwick on the Park since 2017*

*One of the things I enjoy about working with Marquise at Berwick is the people I am surrounded with. My team is upbeat and focused on teamwork and high quality food. The company also has room for growth which is what we all want from an employer.*

*- James, Sous Chef, Marquise Food Services at Berwick on the Lake since 2004*

*It has been my pleasure to work at Berwick these past 10 years as a Resident Care Aide. I have enjoyed sharing many touching moments with residents and staff; they are all like family to me.*

*- Heather, Enhanced Living Services, Berwick House since 2008.*

Please apply via Indeed with cover letter and resume.