



## POSITION DESCRIPTION

<b>JOB TITLE:</b>	Talent Acquisition & Onboarding Specialist (Manufacturing)
<b>DEPARTMENT:</b>	People & Culture
<b>REPORTING TO:</b>	Manager, Talent Acquisition

---

Welcome to the unexpected delight of plant-based exploration! We're the creators of a revolutionary cheese alternative that tastes, shreds, melts and stretches like traditional cheese. Today, as plant-based food grows in popularity, that spirit of innovation continues to inspire our team.

We believe in pioneering plant-based breakthroughs that delight people and planet. Our portfolio of great tasting foods provides an opportunity for everyone to gather around the table, whether you have food allergies, are flexitarian, vegan, vegetarian, or just plant-based curious!

We're one big family of food-loving Daiyan's, and we're always on the lookout for people who share our passion, our vision, and our ability to make each other smile.

### SUMMARY

Reporting to the Manager of Talent Acquisition, the **Talent Acquisition & Onboarding Specialist (Manufacturing)** will be responsible for hiring our hourly workforce at our 400,000 sqft production facility and leading the onboarding process for new hourly hires. This position will be based out of our brand-new head office at our Burnaby location. The ideal candidate is a passionate recruiter who thrives in fast-paced, ever-changing environments and can handle a high volume of roles but also enjoys being the face of the company and helping new Daiyan's start their journey with us.

### RESPONSIBILITIES & DUTIES

#### Recruitment

- Provide leadership and participate with hiring manager during recruitment and selection process, including phone screening candidates, participating in our team-based interview process, checking references, preparing/presenting offers of employment
- Create a pipeline of passive hourly candidates through the use of Boolean, Indeed and alternative search techniques
- Create and maintain relationships with agencies
- Provide recommendations to hiring managers for further interviews, and then assist with scheduling subsequent interviews (ie send out calendar invites, set up video conference, book meeting rooms)
- Work closely with department leaders, hiring managers, and Talent Acquisition Specialist to identify key duties and core competencies in order to help craft job descriptions and post on various job boards to attract skilled candidates



- Assist with building the talent pipeline for hourly roles by taking ownership of the sourcing and relationship management of talent in the manufacturing industry, whether it be online over social media, over the phone, or at networking events
- Complete scheduled and ad-hoc reporting and analysis requests related to employee and/or recruitment data
- Collaborate on the planning and execution of Hiring Fairs and attend local events
- Draft and administer offer letters and employment agreements

### **Onboarding**

- Set up and coordinate email credentials, access cards, GMP and Health & Safety training sessions
- Create orientation packages including contracts, paperwork, and swag bags
- Conduct first day orientations (Hourly Hires)

### **QUALIFICATIONS**

- 1-3 years of recruitment experience with or search firm or in-house recruiting and/or a combination of education and experience
- 1-3 years of onboarding experience is an asset
- Ability to work in a fast paced every changing environment
- Demonstrated ability to listen to a hiring manager, understand their viewpoints, and identify their needs
- Critical thinking: ability to troubleshoot and resolve complex situations
- Strong interpersonal skills and Candidate-focused mindset
- High proficiency in Microsoft Excel
- Ability to adapt, adjust to changing priorities and cope effectively with change
- Post-secondary education in Human Resources, Business Management and/or Marketing preferred

### **BENEFITS**

- Competitive compensation
- Extended Health benefits fully paid by Daiya for your family
- 3 weeks' vacation
- Flex days
- RRSP matching your retirement contributions
- Annual personal health and wellness fund
- Fun and creative environment
- Inspiring and innovative work
- Smart and passionate teams
- Making people and the planet a healthier place



#### HOW TO APPLY

Please submit your application to [careers@daiyafoods.com](mailto:careers@daiyafoods.com) with "Talent Acquisition & Onboarding Specialist (*Manufacturing*)" on the subject line.