

Recruiter (1 year contract) – Job Description

About Delta-Q Technologies Corp.:

Delta-Q Technologies, founded in 1999 and based in Burnaby BC, is a leading provider of power conversion and power management products to the electric and hybrid drive vehicle industries. With an industry leading high frequency battery charger achieving strong commercial success, and two new products just hitting the market, our business and new opportunities are growing tremendously. Delta-Q's product suite improves overall vehicle performance at a lower system and lifetime operating cost. Our products are used by leading OEMs in the electric and hybrid drive vehicle industries including golf cars, floor machines, aerial work platforms, Neighbourhood Electric Vehicles, plug-in hybrids and utility vehicles.

Delta-Q adheres to a lean philosophy and is managed by an experienced team committed to the most current and effective business and product development practices. With our OEM customers, we have demonstrated our willingness and need to involve the customer in product design at its very inception. The result of this customer collaboration is a product designed to meet real-world customer needs and an improved ability for us to anticipate future market needs. By focusing on our core competencies and employing best of class subcontractors for other areas, Delta-Q provides the best overall product and service.

For more information about Delta-Q Technologies, please visit us at www.delta-q.com.

Job Description:

Performs full-cycle recruitment for positions across the company to ensure highly skilled and qualified candidates are selected and placed, according to resource plans and forecasts.

PRINCIPAL RESPONSIBILITIES:

- Partners with hiring managers to understand position requirements and to create accurate job descriptions for position evaluation and advertising
- Implements national and international sourcing strategies including creating postings and advertisements and utilizing appropriate recruiting agencies
- Screens resumes and conducts behavioural based interviewing for internal and external candidates, evaluating their qualifications to determine suitability for employment
- Provides guidance and advice to hiring managers and interview panel members on recruitment and selection issues and best practice including behavioural interviewing techniques and Human Rights legislation
- Facilitates consensus based decision making for all hiring decisions
- Performs reference checks and background checks as required
- Assists with compiling competitive and equitable offers of employment
- Presents offers to candidates and coordinates negotiations
- Coordinates immigration applications and relocations for international hires
- Ensures the maintenance of accurate and concise records and reports concerning all phases of the recruitment process

QUALIFIED CANDIDATES SHOULD POSSESS:

- A University degree in Human Resources, Business or related field with 5 to 7 years experience recruiting, preferably, in an in-house capacity
- Experience recruiting for highly technical roles including Engineers is preferred
- Excellent written and verbal communication skills
- Exceptional relationship management and customer service skills
- Strong understanding of total compensation and how it relates to the candidate offer negotiation phase
- Strong analytical, organizational and multi-tasking skills with a high detail orientation
- Proactive with demonstrated flexibility and adaptability
- Strong negotiating and influencing skills
- Proficient with MS Office

A competitive salary, bonus, options and benefits package will be offered to the selected candidate.

Our Privacy Commitment to Candidates:

We respect your privacy and will never submit a resume to a third party without your permission. You can be assured that the information you give us will never be forwarded to any hiring company without your specific, direct permission in advance.

Response Information:

Please send resume and cover letter as an attachment, quoting position title, to careers@delta-q.com.

Thank-you,
Delta-Q Technologies Corp.