

Recruiter - Riverstone Retirement Communities

Fixed Term - January 2028

Existing Vacancy

Riverstone Retirement Communities is a locally owned and operated company. We believe that everyone deserves to live a meaningful, engaged, and joyful life. We strive to ensure our residents live comfortably and with dignity in a safe and happy environment.

Our valued employees work in an environment that fosters job satisfaction, respect, responsibility, loyalty, and personal growth. We are looking for positive, caring team members who want to make a difference in the lives of seniors.

Job Responsibilities

- Manage and execute all aspects of full cycle recruitment: from needs assessments, sourcing, evaluating resumes, interviewing, placing candidates with one of our 9communities across the city.
- Partnering with department managers to assess needs and fit for all candidates, providing them with shortlists of qualified potential hires
- Strategizing and collaborate with the HR and Management teams to improve the recruitment process.
- Proactively source and contact “passive” candidates.

Qualifications

- Completed or working towards the completion of a post-secondary degree in Human Resources, Psychology, Business or Marketing.
- Ability to work in a high volume, fast paced environment, with tight deadlines and turn around times.
- Strong interpersonal, presentation and communication skills to successfully interface with candidates
- Ability to manage multiple projects and deadlines, prioritizing key activities, simultaneously.
- Able to learn and follow proven standards and processes.
- Has determination, grit and a proven ability to go the extra mile
- Proven ability to work positively within a team environment