



JOB TITLE: Talent Acquisition Specialist

About North Atlantic

Headquartered in St. John's, Newfoundland and Labrador, North Atlantic is a diverse and growing operator in retail gas and convenience, commercial, and wholesale fuels. A leader in the energy industry in the region for more than 30 years, its group of companies, NARL Marketing LP, North Sun Energy, NARL Logistics LP, Canadian Maritime Agency Ltd. (CMAL) and Terra Velo Solutions (TVS), collectively manage a robust energy and logistics network across Atlantic Canada, supplying customers with gasoline, diesel, marine fuel, heating oil, and jet fuel.

As we advance our business for the future, North Atlantic is driven to developing efficient and green energy solutions aligned to the needs of the world in which we live. Committed to sustainable and responsible business practices, we're driving industry forward, supporting new skills and new jobs for this ever-evolving landscape.

North Atlantic has built its reputation on quality products, extraordinary service, and support for local communities. With our people first approach, North Atlantic looks for dynamic individuals who take initiative and who are committed to fostering a strong team environment. We want people who are known for their positive attitude, genuine communications, and personal drive.

For more information about the North Atlantic, please visit www.northatlantic.ca

Position Overview

The Talent Acquisition Specialist will play a pivotal role in attracting and recruiting talent. You'll own the recruitment process from start to finish, ensuring a smooth and engaging experience for both hiring managers and candidates.

This position will be challenging as it will work with several entities with differing work functionalities. If you are an experienced recruitment professional looking for an opportunity to work with a diverse and growing company, we invite you to please submit your cover letter and resume.

Duties and Responsibilities:

- Facilitate full cycle recruitment including preparing job descriptions, job postings, screening, all aspects of interviewing, background checks, and employment offers.
- Manage and improve recruitment processes including job descriptions, job postings, interview questions, and advertising.
- Champion a positive candidate experience that is engaging and inclusive.
- Collaborate with hiring managers to understand staffing needs and job requirements.
- Develop, plan and execute recruitment strategies to attract top talent.
- Proactively source candidates through a variety of channels, including social media, job boards, referrals, and professional networks.
- Monitor and report on recruitment metrics to evaluate hiring effectiveness, retention and turnover. Recommend improvements based on analytics.
- Develop strong partnerships with hiring managers, becoming the go-to recruitment subject matter expert.
- Use various sourcing methods to build a high-quality talent pool and strong candidate pipelines.



- Stay current with recruitment trends by attending industry events, webinars, networking functions and other learning opportunities to strengthen our talent pipeline and employer brand.
- Attend and represent the company at Job Fairs.
- Ensure the business complies with provincial employment regulations and legislation.
- Assist with ad hoc requests.
- Other duties as required.

Qualifications:

- Degree or Diploma in business with a concentration in Human Resources preferred.
- 5 years minimum experience of full-cycle recruitment in a corporate environment.
- Registered Professional Recruiter (RPR) certification is considered an asset.
- Bilingualism (English/French) would be an asset.
- Strong organizational skills with the ability to prioritize and act under pressure.
- Strong verbal, written and oral communication skills.
- Sound analytical thinking, planning and execution skills.
- Strong communication and problem-solving skills.
- Enthusiastic, self-starter with the ability to work as a team, and take the initiative to contribute to the company's overall success.
- A positive attitude with a passion for continuous improvement and learning.
- Excellent ability to consult, communicate, and build relationships with key stakeholders at all levels.
- High emotional intelligence and sound judgement.
- Work in a manner that exemplifies honesty, integrity and trust.
- Proficient in MS Office Suite.
- Flexible to adapt to changing priorities.
- Able to multi-task in a fast paced, deadline driven, team focused environment.
- Valid Class 5 license.
- Occasional travel will be required.

North Atlantic is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package which include Health and Dental, Wellness Program • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan with employer contribution • Employee and Family Assistance Program • Free on-site parking • Employee engagement activities

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to careers@northatlantic.ca.