



Bilingual Talent Acquisition and Immigration Specialist- Mississauga, ON.

About the Role

The Talent Acquisition and Immigration Specialist will play a key role in our company's growth by managing all aspects of recruitment and immigration matters. You'll lead full-cycle recruitment efforts and handle immigration processes to ensure compliance and alignment with company objectives. If you are passionate about talent acquisition and possess a keen understanding of immigration policies, we invite you to apply.

A Day in the Life of a Talent Acquisition and Immigration Specialist?

- Ensure compliance with all policies, laws, and regulations related to hiring, work permit requirements, and immigration.
- Maintain respectful and professional communication between internal and external stakeholders.
- Collaborate on company objectives and support the achievement of hiring goals within set timelines.
- Develop and post engaging job advertisements on various platforms.
- Actively manage and promote job openings through social media and online recruitment platforms.
- Partner with hiring managers to support the recruitment and selection process.
- Review employee documents to assess eligibility for various immigration and work permit programs.
- Maintain organized records of recruitment efforts and immigration cases.
- Collaborate with team members to improve hiring processes and help reduce staffing shortages.
- Build relationships with educational institutions, government bodies, and industry representatives.
- Attend job fairs, co-op program sessions, and other recruitment events to represent the company.

What You Need to Succeed?

- Bachelor's degree in Human Resources or a related field.
- CHRP designation.
- Minimum 3 years of full cycle recruitment, with 1 year in immigration.
- Bilingual proficiency in French and English.

Skills and Experience

- Proven ability to manage and direct the hiring process effectively.
- Demonstrated ability to maintain confidentiality and manage sensitive information.
- Strong analytical, organizational and problem-solving skills.



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- Tact, diplomacy, flexibility, and effective listening skills.
- Excellent verbal and written communication skills.
- Prior experience with recruitment through online platforms (such as Indeed and LinkedIn), government job boards, and post-secondary institution career fairs.
- Knowledge of various interview techniques.
- Proficiency in Microsoft Office and familiarity with database applications and administration systems.

Other Requirements

- Valid driver's license
- Will undergo criminal background check, sign a non-solicitation agreement, and participate in personality and cognitive ability assessments.
- Eligible to work in Canada without sponsorship.

Why Join Us

ORKIN fosters a culture of 'People First'. Our goal is to provide a safe and engaging workplace, where our commitment to exceptional service quality generates growth and opportunities for our people to learn, succeed, and fulfill career goals.

What's in it for YOU?

We value our employees and are committed to supporting their personal and professional growth. Here's what you can expect as part of our team:

- **Competitive Base Salary** - We offer a market-aligned base salary to recognize your skills and experience
- **Pension Plan** - Secure your future with our employer-supported pension plan.
- **Comprehensive Health Benefits** – Including health, dental, vision, life Insurance coverage for you and your dependents.
- **Stock Purchasing Plan** – Invest in your future with the opportunity to purchase company stock.
- **Company phone** – Stay connected with a company-provided phone.
- **Dependent Education Allowance Program** – Support for your dependents' educational expenses.
- **Career Advancement Opportunities** – We're committed to helping you grow and advance within the company.
- **Travel Opportunities** – Experience occasional travel as part of recruitment events and company engagements.

Join us and be a part of a supportive team that values your contributions, growth, and well-being!

Orkin Canada is an equal opportunity employer and is committed to employment equity. Accommodations are available on request for candidates taking part in all aspects of the selection process