



Talent Acquisition/HR Coordinator

HJV Equipment is a growing agricultural equipment distributor. Our vision is twofold and integrated: to be the premier specialized agricultural equipment distributor in the world, and to successfully train and develop our employees; enhancing their lives by providing them a rewarding and challenging work environment.

We are seeking a dynamic, HR professional to join our growing team. This is a permanent full-time position, based out of our Alliston location.

Responsibilities

- Coordinates the full-cycle recruitment process for all locations (posting/advertising, pre-screening, interviews, employment agreements, background and reference checks, onboarding activities, internal referral program)
- Oversees our social media activities – promoting HJV as an employer of choice, building networks and talent pools. Develops communication content and materials.
- Supports the HJV Apprenticeship program, working with managers, apprentices, schools and other stakeholders. Coordinates the co-op program.
- Coordinates and attends career fairs, student tours and events
- Performs other HR projects and tasks related to Health & Safety, Training and Development, HR metrics, policy and processes etc.

Skills, Knowledge and Abilities

- Post secondary HR education (or in process)
- Agricultural industry knowledge or exposure is an asset
- Tech/social media savvy
- Strong organizational and planning skills, ability to manage multiple tasks and timelines
- Alignment with our HJV values – respect for others, spirit to serve, strong work ethic and continuous improvement
- Excellent interpersonal skills and communication (verbal/written)
- Strong attention to detail and accuracy
- Ability to work effectively as a team and on independently (self-motivated)
- High level of confidentiality

To apply, please forward your resume to hr@hjvequip.com

We appreciate all interest in this position, however, only candidates selected for interview will be contacted.

Persons requiring accommodation may e-mail a request to hr@hjvequip.com