



Harvest Operations Corp. is a diverse energy company, based out of Calgary, offering exposure to conventional upstream oil and natural gas production and SAGD operations. We are focused on identifying opportunities to create and deliver value with an active development program and a technical approach taken to maximize our assets. Harvest is committed to protecting the health and well-being of our people, the public and the environment through every decision and action taken each day.

Harvest has an immediate opening for a **Human Resources Recruiter**, reporting to the Manager, Human Resources. This is a contract position based out of the Calgary corporate office.

**Key Responsibilities:**

- Conduct full lifecycle recruiting including: Assessing requirements, developing job descriptions, job postings, sourcing, screening, interviewing, employment checks and offers;
- Proactively source potential applicants from a variety of sources and manage relationships with Vendors (job fairs, campus recruitment, agencies, online and social media);
- Proactively engage with candidates and potential candidates, build networks to find qualified passive candidates;
- Initiate and maintain relationships with third party service providers;
- Develop tools to support the recruitment process i.e. interview guides, telephone pre-screening guides and reference guides;
- Keep up-to-date with the new recruitment methods to continue to build a pipeline of candidates;
- Main point of contact for internal and external employment opportunities;
- Maintain up to date recruitment records;
- Assist in global recruiting efforts and programs where required

**Qualifications:**

- A minimum of 5 years of recruitment experience, or a background in a related field.
- Diploma and/or Degree in Human Resources or other appropriate field preferred.
- Strong knowledge of the Skilled Trades.
- Knowledge of the Oil and Gas construction services industry.
- Highly developed interpersonal skills that will allow you to work effectively within the organization and with the various candidates.
- RPR designation is an asset

Please visit Harvest's website at [www.harvestenergy.ca](http://www.harvestenergy.ca) to learn more about our company.

Please send your resume and cover letter to:

Email: [careers@harvestenergy.ca](mailto:careers@harvestenergy.ca)

**\*Please reference "Job Posting - 10356 – HR Recruiter" in subject of your email.**

We sincerely thank those who apply, however, only those applicants selected for an interview will be contacted.