



## **PART TIME JOB DEVELOPER (1 YEAR CONTRACT – 17.5 HOURS PER WEEK)**

Manitoba Start is the leading provider of career development and job matching services to immigrants and employers in Manitoba. We assist newcomers in adjusting to the Canadian landscape as it pertains to employment and to enable meaningful connections to the Manitoba labour market.

### **Job Summary**

Reporting to the Manager of the Job Matching Unit, this position is responsible for developing and maintaining relationships with employers and career coaches to identify work placement and job opportunities for newcomer clients. The Job Developer must have demonstrated knowledge and experience in dealing with the business sector in discovering opportunities that would support the labour market integration of newcomers, as well as a solid understanding of business cycles and market fluctuations.

### **Qualifications and Experience:**

- Must possess a strong background and education in Sales, Marketing and/or Human Resources (specifically recruitment). An equivalent combination of skills, education, and experience will be considered.
- 2-3 years of practical experience in a related capacity, i.e. Recruiter or Account Manager.
- Strong prospecting skills and proven ability to successfully close the sale.
- Client-service oriented; possess excellent communication and interpersonal skills with the ability to relate to the journey of new immigrants from diverse cultural and linguistic backgrounds.
- Strong computer skills, including Microsoft Office applications, database applications and internet research.
- Flexible and ready to adapt to changing circumstances within a multi-tasking oriented work environment
- Awareness of labour market trends, fluctuations, high-demand occupations, and employment opportunities.
- Experienced/interested in working with newcomers; people from diverse ethnic backgrounds.
- Demonstrated value for and understanding of principles of diversity.
- Knowledge of a second language is an asset.
- Valid class 5 Manitoba Driver's License; possess own transportation or access to a vehicle.

**Annual Salary:** Starting at \$21,547.00 per annum (23.68 per hour). Manitoba Start offers a competitive benefits package and a competency-based training program.

### **Competencies:**

Cultural Competence • Building Relationships and Networking • Accountability and Dependability • Professional Ethics and Integrity • Client-Centered • Decision Making and Judgment • Communication • Technical Knowledge

***Qualified applicants may submit a cover letter and resume to [HR@Manitobastart.com](mailto:HR@Manitobastart.com)***