

Joint venture companies



**Job Title: Recruiter**

**Location: Calgary/ Kitimat region**

**Duration: Approximately September 2023**

**There's never been a better time to be working with LNG Canada.**

Why? Because we're building Canada's first large-scale LNG facility underpinned by safety, continuous improvement, quality execution and ethics and compliance. Our industry-leading liquefied natural gas (LNG) export facility will provide the world's cleanest LNG, with the lowest carbon intensity.

This is your opportunity to be part of history, in an environment that will challenge you to apply all of your skills, and where you can learn with a diverse team of highly experienced industry professionals and mentors.

LNG Canada maintains a healthy, respectful, and safe environment for all our employees, contractors, partners, and communities. Protecting our people, community and our operations is our top priority. Our project has committed to meeting some of the strictest regulatory standards in the world.

With gratitude and respect LNG Canada acknowledges our facility is under construction and will be operated on the traditional territory of the Haisla Nation. We also gratefully acknowledge the First Nations in our project area and along our shipping route.

**Our Vision:** To be the leading LNG export company in British Columbia and the world.

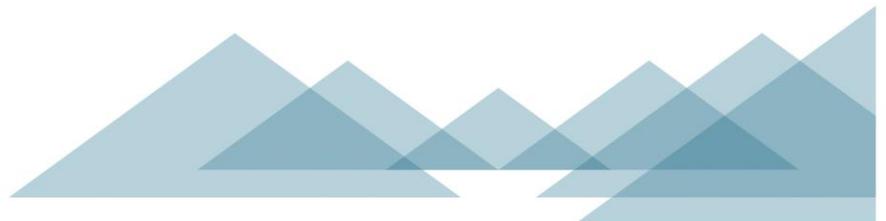
**Our Mission:** To set the benchmark for economically, environmentally, and socially responsible LNG development in Canada.

**Our Values:** Respect, collaboration, integrity and safety.

Come join the team making Canadian history!

## About the Role

The overall objective of this position is to deliver external resourcing needs for LNG Canada by leading the hiring process for positions at all levels throughout the organization with a strong focus on operations.



**To succeed with us in Human Resources Department, we need your enthusiasm to:**

- Excellent communication (verbal and written) and interpersonal skills that **inspire and energize** people and create a clear sense of direction and priorities.
- Ability to **positively influence** people, effectively drive work processes and ensure compliance with policies
- Ability to **drive execution** and stretch the performance of people with a wide range of capabilities
- **Comfortable with change** and ambiguity such that informed decisions are made without undue delay
- **Courage** to hold strong to views when challenging current practices to encourage exploration of new ideas that drive improvement, i.e., Digitization
- Demonstrate a strong personal commitment to Diversity and Inclusion through **collaboration** and influence across functional and cultural boundaries
- **Develop the capabilities** of others through coaching, mentoring, and providing growth opportunities that help people build their careers

**You will use your expertise to:**

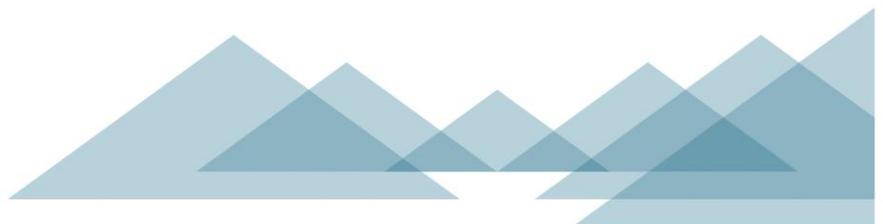
- Manage the selection and hiring process of candidates into LNG Canada, including advertising positions, sourcing applicants, conducting interviews, facilitating assessments, managing offers, ensuring a smooth and timely selection, appointment and pre-boarding of candidates
- Work with business partners (HR, Hiring Managers) to understand both short- and longer-term resourcing needs
- Coach and guide Hiring Managers on recruitment process ensuring full understanding of responsibilities and time frame commitments
- Effective stakeholder management with relevant parties to enable advertising, posting, screening, assessment, offer management and pre-boarding
- Experience recruiting for primarily technical disciplines
- Identification of candidates through a variety of sourcing methods including: Applicant Tracking System, Employee Referral Program, LinkedIn, external search agencies, internet job boards and networking
- Ensure diversity and inclusiveness is a key consideration in all recruitment activities

- Responsible for coordinating and preparing job descriptions for posting
- Ensure timely and accurate tracking and recording of information in the recruiting database for positions and candidates
- Understand and adhere to established levels of data protection, equal opportunities, direct competitor, anti-trust, anti-bribery guidelines at all times
- Participate in diversity and career fairs, and other attraction/sourcing events as needed
- Set up and manage talent pools on pre-identified critical groups of jobs
- Involved in the development and implementation of new recruitment strategies, programs and procedures

### **To be successful, you will have:**

- Minimum of 8 years of technical recruiting including sourcing, preferably in the oil/gas/ heavy industry
- Several years' experience working as corporate recruiter managing various department portfolios, including Operations, Maintenance and Engineering.
- Bachelor's degree in a Technical, Commercial, or HR university program preferred, or equivalent experience is considered
- Demonstrated experience sourcing challenging roles
- Familiarity with social media, resume databases and professional networks
- Experience with using LinkedIn Talent Solutions to proactively source candidates is considered an asset.
- Demonstrated proficiency in communications, negotiations, strategic thinking and decision-making skills
- Credible and confident to build relationships and influence people at all levels both within LNG Canada and in the external marketplace
- Demonstrated proficiency in developing and implementing both recruitment processes and sourcing strategies
- Ability to work under pressure and accommodate changing demands
- Experience in working in a joint venture is beneficial
- Ability to multi-task and work with minimal supervision
- Strong appreciation of the value of diverse backgrounds
- Good working knowledge of MS Office and Applicant Tracking Systems
- Strong attention to detail.

### **This role requires that you:**



- Must be legally entitled to work in Canada (i.e., by way of Canadian citizenship, permanent residency, or valid work permit)
- Know that as part of LNG Canada's commitment to protect the health and safety of its personnel and the communities in which it operates, LNG Canada requires all Canada-based employees to be fully vaccinated against COVID-19. LNG Canada will consider accommodation requests from individuals in accordance with applicable human rights legislation.
- Role is located in Calgary or Kitimat
- With a mix of Work from Home and in the office 2 days per week.
- 40hrs per week
- The role is approximately until September 2023.
- Are willing to comply with LNGC's drug-free and harassment-free work environment and comply with all safety policies and procedures.
- Undergo a pre-placement medical assessment of your fitness for duty, a background check and Pre-Site Access testing for alcohol and specified drugs.

### **We offer**

- A Comprehensive LNG Canada relocation package
- A full suite of benefits including a flexible Medical and Health plan
- A Defined Contribution Pension plan with a matching program
- A competitive vacation offering to ensure a work life balance

### **About Us**

LNG Canada is a joint venture comprised of Shell Canada Energy (40%) and affiliates of Petronas (25%) PetroChina (15%), Mitsubishi Corporation (15%) and Korea Gas Corporation (5%). The joint venture is building a liquefied natural gas (LNG) export facility in Kitimat, British Columbia.

LNG Canada is committed to building an inclusive and diverse workplace and culture, a safe and sustainable facility, strong community and stakeholder relationships. We are a globally-competitive, digitally-connected business, from construction to start-up to steady-state. We have partnered with governments, local communities and First Nations to maximize shared value.

