



Position Title Talent Acquisition Manager
Location Burnaby, BC
Reports to Vice President, Human Resources

Summary

Greenlane Renewables Inc., headquartered in metro Vancouver, Canada, is a leading global provider of biogas upgrading systems that are helping decarbonize natural gas. Our systems produce clean, renewable natural gas (RNG) from organic waste sources including landfills, wastewater treatment plants, dairy farms, and food waste, suitable for either injection into the natural gas grid or for direct use as vehicle fuel. With over 30 years industry experience and patented proprietary technology, Greenlane has supplied over 100 biogas upgrading units in 18 countries worldwide, including the world's first and second largest biogas upgrading facilities. Greenlane is inspired by a commitment to help waste producers improve their environmental impact, green credentials, and bottom line.

If you are passionate about joining a collaborative, growth-minded team to evolve a dynamic business in a new and fast emerging sector of the global renewable energy industry this may be the role for you! We are looking for an experienced and culture focused Talent Acquisition Manager to operate as a strategic partner to our leaders and teams across the business to ensure we continue to grow our company in the right way. This is a full-cycle talent acquisition role where you will leverage your deep expertise in talent acquisition and partnership abilities to source, engage, interview, and hire the best talent in the industry. In addition to overseeing the recruitment function you will also build out and execute on day to day HR operations.

Duties & Responsibilities:

- Partner with hiring managers to clearly define hiring requirements and participate in the resource planning process to determine required roles to match the company's growth stage.
- Partner with hiring managers and technical teams globally to recruit for open roles but also proactively build and maintain talent pipelines for critical skill areas through various sourcing efforts.
- Develop job descriptions in conjunction with hiring managers, screen and short-list candidates and schedule interviews.
- Conduct in-depth interviews of candidates with hiring managers and technical teams, ensuring candidates have the required skills, experience, behavioural attributes, and culture fit with Greenlane's corporate culture.
- Coordinate third party psychometric assessments as part of the recruitment process.
- Conduct thorough references checks, focusing on technical, leadership and behavioural attributes.
- Work with the Vice President, HR to determine appropriate salary ranges and total compensation packages and negotiate compensation with candidates.
- Complete offer letters and restrictive covenant agreements and present offers to selected candidates.
- Coordinate seamless on-boarding of new hires and ensure hiring managers establish proper new hire training plans.
- Develop innovative, scalable recruitment strategies and processes that keep pace with business growth.
- Establish an effective campus recruitment program for co-op students and new grads.
- Create a monthly metrics and analytics recruitment dashboard and ensure the hiring managers are kept informed and up-to-date of progress made on open roles.
- Lead the implementation of an Applicant Tracking System and other HRIS systems relating to recruitment processes, in accordance with budget guidelines.
- Implement new operational HR processes and/or fine tune current processes to align with best practice.



- Partner with hiring managers on employee matters and respond to general enquiries from employees relating to day-to-day HR operations.

Education & Experience:

- Bachelor's Degree with 10+ years of related experience, or equivalent education and experience.
- CPHR designation is an asset.
- Significant experience in all aspects of full-cycle recruitment= in a high growth environment.
- Ability to partner with hiring managers to collaborate and resolve matters relating to their teams, and to support employee queries relating to HR operations.
- Ability to work under pressure and stay focused and calm in a fast-paced growth environment.
- Significant experience in establishing applicant tracking systems, recruitment process flow and internet sourcing tools.
- Strong communication and organization skills, with a keen eye for detail.
- Demonstrated success maintaining positive interpersonal relationships which encourage openness with team members using exceptional influencing and collaboration skills.
- Strong work ethic and the ability to provide exceptional teamwork in order to fully support internal teams.
- Great attitude, personable, courteous and a great team player.
- Can-do, positive, practical and proactive attitude, and capable of working independently with minimal supervision.

How to Apply:

We are an equal opportunity employer and invite applications from all qualified individuals. To be considered for this role please apply through the Greenlane Renewables page on LinkedIn and attach your resume. While we thank all interested candidates only those who are short-listed will be contacted.