

Talent Acquisition Officer

Position Status:	Temporary Assignment to March 31, 2027
Posting Status:	Open
Location:	On-Site - 26 Prince Andrew Place, North York, ON M3C 2H4 (Don Mills and Eglinton)
Salary Band:	\$64,470 to \$90,603
Hours of Work:	36.25 per week
Posting Date:	March 6, 2026
Closing Date:	March 13, 2026

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda across the province.

At the heart of our work is a commitment to democracy—making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Talent Acquisition (TA) team is seeking an experienced Talent Acquisition Officer who will partner closely with business leaders to manage full-cycle recruitment from intake meeting through to offer stage. In this role, you will identify, evaluate and hire top talent for Elections Ontario while providing superior customer service and a positive candidate experience.

This is a critical role for Elections Ontario, combining hands-on strategic partnership in a fast-paced environment. To excel in this role, you will bring sharp critical thinking, high attention to detail, efficiency, and confidence. You will work with hiring leaders, be a trusted partner, provide sound guidance and ensure top talent is hired for the organization.

What to expect in this role

Reporting to the Talent Acquisition Advisor, you will:

- Manage end-to-end recruitment for a diverse portfolio of requisitions, simultaneously handling multiple positions in a fast-paced environment.

Elections Ontario

- Oversee the full recruitment cycle, including job description and job posting creation, sourcing, screening, coordinating interviews, and preparing and executing employment agreements.
- Act as a trusted strategic partner to hiring leaders—anticipating recruitment needs, identifying gaps, and delivering expert hiring solutions.
- Prepare recruitment materials, including intake meeting guides, interview questionnaires, assessments, reference checks, background checks, and offer letters.
- Develop sourcing strategies, build internal and external talent pipelines, and create recruitment plans aligned with business needs.
- Maintain data integrity and use labour-market insights to anticipate trends and support informed hiring decisions.
- Maintain HR information systems to ensure accurate recruitment data and dashboards that provide reliable, up-to-date metrics for reporting and decision-making.
- Support recruitment initiatives by attending career fairs, networking events, and developing partnerships with universities, colleges, and community organizations to strengthen employer brand and attract qualified candidates.
- Develop innovative and inclusive recruitment strategies to enhance candidate engagement.

What you need to qualify

- Post-secondary education in Human Resources, Business Administration, or a related field, or an equivalent combination of education and experience.
- Minimum of 5 years of experience managing full-cycle recruitment in a fast-paced environment combined corporate, agency and HR background.
- Demonstrated ability to manage high-volume requisitions while delivering exceptional customer service to both hiring managers and candidates.
- Knowledge of the Employment Standards Act and Employment Equity legislation.
- Proficiency in sourcing talent, with expert-level experience using LinkedIn Recruiter and other talent search tools.
- Exceptional interpersonal and communication skills (written and verbal), with the ability to serve as a strong brand ambassador.
- Confidence working with data, interpreting insights, and presenting recruitment information clearly and effectively.



- Strong attention to detail, along with analytical and problem-solving capabilities.
- Commitment to continuous improvement to strengthen recruitment efficiency and enhance business support.
- Exceptional work ethic with strong values and professional integrity.
- Strong team orientation, flexibility, and willingness to go above and beyond expectations when needed.
- Ability to work independently with minimal supervision.
- Must be legally entitled to work in Canada.

This position requires in office presence five (5) days per week. There is no hybrid opportunity.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume, no more than three pages in length, as one PDF attachment, quoting **File #EO-2026-24** and your full name in the subject line and email to jobs@elections.on.ca no later than **Friday, March 13, 2026**.

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714- 2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.