

**Talent Acquisition Specialist  
People & Culture  
Pay Band 4  
(\$59,046 to \$82,576 per annum)  
Open Competition  
18-Month Secondment or Contract  
Fredericton**

*Integrity • Professionalism • Excellence*

Opportunities NB (ONB) is New Brunswick's lead business development corporation working with companies inside and outside the province to drive economic growth and job creation in the province. A nimble, results-driven and client-centric organization, ONB is a Crown Corporation, strategically led by a private sector Board of Directors, made up of business leaders from New Brunswick companies and academia. ONB believes strongly in the future of New Brunswick and since its inception on April 1, 2015, has successfully been the catalyst for competitive and innovative economic growth and job creation for the benefit of New Brunswick today and for generations to come.

ONB has been recognized as one of Canada's Most Admired Corporate Cultures in 2025, named one of Atlantic Canada's Top Employers for nine consecutive years (2017–2025), and received Atlantic Business Magazine's Employers of Diversity award (2022). We are seeking a Talent Acquisition Specialist to join our People & Culture team. If you are passionate about growing New Brunswick's economy, giving back to the community, and making a meaningful impact, we encourage you to apply.

**Love where you work. Love what you do. Come work for us.**

**Who are you?**

- You have a minimum of four (4) years of experience in public or private sector
- You have a post-secondary degree or diploma, preferably in Business Administration, Social Science or a related field  
\*\*An equivalent combination of education, training, and experience may be considered\*\*
- You have experience with government human resources and/or recruitment
- You have well-developed customer service and relationship management skills
- You are a strong writer, who has a high attention to detail, strong organizational skills and the ability to prioritize deliverables
- You are collaborative and enjoy working as a team
- You thrive when working on multiple projects and are recognized for delivering excellent work within tight deadlines

**As Talent Acquisition Specialist, you will:**

- Report to the Director of People & Culture
- Manage the full cycle of the recruitment process
- Draft employee communications
- Provide day-to-day human resource support for ONB staff
- Lead ONB's Student Program
- Work on special projects including, but not limited to, employee recognition and engagement, wellness, training, succession planning and diversity, equity and inclusion

**Language:**

Written and spoken competence in English and French is required. ***Please state your language capability.***

**Location and hours:**

This position is located in **Fredericton, NB**, with work beyond regular business hours (8:15 a.m. - 4:30 p.m.) on occasion.

**What can ONB offer you?**

- Comprehensive benefits package which includes paid vacation, Health and Dental Plan, Life Insurance, and the Public Service Shared Risk Pension Plan
- Career growth, development and continuous learning opportunities
- Opportunity to be involved in ONB events that give back to our community
- If approved, and after three months of onboarding, hybrid work arrangements are possible.
- Positive and inclusive work culture

**How to apply?**

- Candidates are required to demonstrate on their applications how, when, and where they have acquired the qualifications and skills required for this position
- Resumes should be in chronological order specifying the beginning and end dates in month and year format for all completed education and employment including part-time and full-time employment
- ***Please ensure that preferred language for assessment is identified on your resume***

Apply by email to [humanresources@onbcanada.ca](mailto:humanresources@onbcanada.ca), or by mail to the address below by **June 26, 2026**, indicating competition number: **ONB-26-08**.

Place 2000  
ONB People & Culture  
4<sup>th</sup> floor, 250 King Street  
Fredericton, NB E3B 9M9

***We thank all those who apply however only those selected for further consideration will be contacted.***  
*This competition may be used to fill future vacancies at the same level.*