

TITLE: Talent Acquisition Specialist
REPORTS TO: Human Resources Manager
JOB STATUS: Full Time
FLSA Status: Exempt, Salary

POSITION SUMMARY

The Talent Acquisition Specialist will be responsible for attracting, sourcing and identifying potential candidates to fill positions within the organization. This includes the full cycle recruitment activities to support the recruitment needs of each location across all regions. The Specialist will develop collaborative relationships with hiring managers to support them through the hiring process and also develop and maintain an effective pipeline of quality candidates to meet current and future talent needs.

ESSENTIAL FUNCTIONS

- Collaborate with hiring managers to identify recruiting needs and desired qualifications for staff.
- Source candidates on job boards, resume databases, professional networks and through referrals.
- Develops relationships with college placement offices.
- Performs initial screening of candidate resumes to ensure minimum requirements are satisfied.
- May schedule interviews and phone screens working directly with candidates and hiring managers.
- Updates candidate records and job postings in recruiting system.
- Manages inventory of qualified candidates.
- Provides follow-up correspondence to candidates on recruiting status.
- Manages background checking and employment reference process.
- Participates in career fairs and recruiting events.
- Identifies opportunities for improving the candidate experience.
- Assists in the coordination of other recruiting activities as needed.

QUALIFICATIONS / EXPERIENCE REQUIRED

- Bachelor's degree in human resources, business administration or similar discipline preferred.
- Minimum three years of experience in employment recruiting.
- Working knowledge of employment law and legislation.
- Excellent verbal and written communication skills.
- Strong attention to detail.
- Excellent interpersonal and interviewing skills.
- Extremely proficient in Microsoft Office Suite and HRIS related software programs.
- Must be an independent self-starter as well as dependable team member.
- Must possess valid Drivers' License and the ability to travel by car.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 20 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard office environment with low to moderate level of noise.