



Talent Acquisition Specialist

Position Summary:

This position is primarily responsible for all recruiting activities within our Village of Companies; including collaborating with business leaders to build and sustain quality, diversity and depth within our talent pipeline.

Responsibilities:

- Lead the recruiting/interviewing, and selection process for all positions. Perform recruiting related administrative support on all searches. This can include, but is not limited to:
 - Posting positions – internally, on external web-sites, and on social media sites
 - Screening resumes to provide only qualified candidate resumes to hiring manager for review
 - Sourcing candidates from various job boards, social media and career sites
 - Conducting phone and onsite interviews; scheduling interviews with other HR staff and hiring managers.
 - Drafting offer letters
 - Coordinating pre-employment drug screening and background checks
 - Oversee on-boarding activities for new hires to ensure a successful and productive start, including coordination of initial orientation and training.
- Proactive recruiting approach– working with representatives from the local schools, recruiters, etc. as needed.
- Collaborate with Marketing on our Employment Branding initiatives to strengthen our employer brand proposition to sell the organization and create a consistent and engaging candidate experience.
- Contribute to business talent acquisition plans that:
 - Target active and passive job seekers through a variety of tactics.
 - Identify and manage third party vendor relationships to fill our talent pipeline with diversity, depth and quality.
 - Maximize social media and digital marketing to promote the brand and source candidates for open positions in coordination with the Marketing team.
- Manage recruiting module in the HRIS utilizing all resources and tools within the system to provide the highest value to hiring managers and within the HR team.
- Leverage technology and improve efficiency by evaluating bottlenecks, waste, process responsiveness, etc. – all with the goal of improving candidate experience.

- For position openings, collaborate with HR teammates, as well as hiring managers, to determine specific hiring needs, qualifications and selection criteria to meet the needs of the department.
- Assign appropriate recruiting efforts to the HR teammates based on position needs and workload.
- Develop a strong knowledge of the company, its culture, benefits, products, and services in order to establish appropriate knowledge to promote the company, the culture and career opportunities to prospective candidates.
- Coordinate an annual plan for college and university engagement, campus recruitment, coops and internship programs.
- Ensure compliance with OCFFP/AAP and EEOC rules and regulations.
- Other HR duties as assigned.

Education and Training:

- Associates Degree in Human Resources or Business Administration
- Minimum of 5 years of experience in a Human Resources role, with a focus on recruiting-related duties; strong knowledge of HR laws and regulations

Knowledge/Skills/Abilities:

- Collaborative with the ability to connect with multiple leadership levels.
- Strong interview skills and ability to execute good independent judgment.
- Excellent reasoning and problem-solving skills; demonstrates ability to analyze data and draw sound, actionable insights.
- Excellent time and project management skills; demonstrates an ability to manage multiple projects/tasks simultaneously and to a high degree of excellence.
- Exceptional communication and interpersonal skills, both informally and formally.
- Strong computer skills in Microsoft Outlook, Word and Excel as well as experience utilizing HRIS.

Travel Requirements:

- Occasional travel will be required

Physical Requirements:

- Normal office activities

Materials and Equipment Utilized:

- Computers, printers, etc.

Working Environment:

- 100% Office environment