

Talent Acquisition Specialist

Reports to: Talent Acquisition Manager
Department: Human Resources
FLSA Status: Exempt
Work Location: Hybrid – On site minimum 2 days a week
Pay Range: \$6,500 - \$7,500 monthly

Job Summary

The Talent Acquisition Specialist is responsible for the full cycle recruitment process including sourcing, attracting, and recommending top talent for open positions.

Duties and Responsibilities

Essential Duties:

- Plan and implement the organization's talent acquisition strategy. Develop the organization's policy for talent benchmarking, talent assessment and interviewing.
- Conduct sourcing activities in order to fill positions.
- Design and manage recruitment and selection processes.
- Review incoming resumes/applications, conduct screening interviews and assess candidates to be referred to hiring manager.
- Counsel candidates on benefits and salary.
- Order and review background checks.
- Serve as brand ambassador at events such as career fairs or on-campus recruiting events requiring some occasional travel.
- Manage candidate pools to ensure qualified candidates remain engaged in current and future opportunities.
- Create monthly reports on key talent acquisition metrics.
- Research talent acquisition trends and suggest new ideas to improve acquisition activities.

Non-Essential Duties:

- Maintain filing system for incoming resumes.
- Other duties as assigned.

Qualifications

Experience: Minimum of 4 years previous experience in a Talent Acquisition role.

Education: High School graduation or GED required. Bachelors degree in Human Resources or related field preferred.

Knowledge/ Skills / Abilities:

- Excellent knowledge and understanding of the full cycle recruitment process.
- Hands on experience and knowledge of Applicant Tracking Systems (ATS).
- In-depth knowledge of candidate selection methods
- Outstanding communications and interpersonal skills.
- Excellent organizational and time management skills.
- Ability to multi-task and prioritize a heavy workload.
- Ability to think creatively and pro-actively solve problems.

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.

- Primarily working in an office setting while using a computer 6-8 hours a day.
- Frequent speaking via phone or computer assisted calls.
- Occasional travel required to events such as career fairs.

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.

- When working offsite at events, frequent moving and bending will be involved including lifting/carrying materials up to 20 pounds as well as standing up to 6-8 hours a day.

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I have read this job description and understand that it contains a summary of the typical functions of the job and is subject to change based on the needs of the organization. The essential duties listed is not an exhaustive or comprehensive list of all possible responsibilities, tasks and duties. Other duties may be assigned as needed.

Printed Name

Date

Signature