



Job Title

Talent Acquisition Specialist

Department:

Human Resources

Reports to:

Director of Human Resources

Job Summary:

The talent acquisition specialist will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization. This position is responsible for completing all steps of the hiring process.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Develops, facilitates, and implements all phases of the recruitment process.
- On-boards new hires explaining detailed agency policies and reviews submitted on-boarding forms for compliance.
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Creates job posting and advertisement processes.
- Screens applications and selects qualified candidates.
- Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
- Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders.

- Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Attends and participates in college job fairs and recruiting sessions.
- Maintains applications, on-boarding documents, and related materials according to agency guidelines.
- Provides assistance with orientation of new hires.
- Prepares files for internal and external audits.
- Assists the human resources director as needed.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with good negotiation tactics.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
- Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems.
- Proficient with Microsoft Office Suite or related software.
- Experience with Paylocity HRIS a plus.
- Prior experience working with DIDD or Healthcare recruiting highly preferred.

Education and Experience:

- Bachelor's degree in Human Resources or related field, or equivalent work experience, required.
- At least 2 - 5 years' experience in recruitment and hiring process highly preferred.
- Prior experience with on-boarding and orientation highly preferred.
- SHRM-CP, PHR, preferred.
- SHRM's Talent Acquisition Specialty Credential a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

APPLY NOW