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Job Summary:

The Talent Acquisition Manager will work closely with the leadership team across each company to recruit and retain talent. As a member of the Human Resources team, you will own the employee experience from application and interviews to job acceptance and onboarding. You will work closely with the hiring managers to develop and implement effective recruiting strategies that will attract a diverse pool of qualified and capable talent. This position will also maintain effective programs for retention, promotion and succession planning.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Develops, facilitates, and implements all phases of the recruitment process.
- 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.
- Assists with job posting and advertisement processes.
- Use a multi-channel approach to recruiting (job boards, social media, community outreach, career fairs, etc.).
- Develops and implements creative and innovative sourcing strategies and techniques to build a pipeline of qualified candidates.
- 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.
- Manages the onboarding process: introduces the new employee to the organization's structure, vision, mission and values; reviews company information and highlights major policies; completes required employee paperwork; reviews pertinent administrative procedures; and provides mandatory training.
- Maintains applicant tracking system- keeps current and provides reports.
- Ensures employee is equipped with all appropriate resources on first day (laptop, email, etc.)
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Creates and maintains an environment of equal employment opportunity, diversity and competitive advantage in support of the company's diversity and inclusion strategic plan.
- Conducts presentations and training.

- Performs other duties as assigned.
- Develops, initiates and maintains effective programs for workforce retention, promotion and succession planning.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with good negotiation tactics.
- Thorough understanding of recruiting methods and best practices, as well as applicable policies and federal, state, and local employment laws and regulations.
- 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.
- Proficient with or the ability to quickly learn applicant-tracking software or other HRIS systems.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in human resources or related field.
- SHRM-CP or SHRM-SCP.
- Experience in all areas of sourcing such as the internet, social media, networking, employee referrals, job postings, as well as conducting open houses and virtual job fairs.
- Previous experience in capturing metrics and producing various employment reports.
- Experience in working with applicant tracking systems and affirmative action plan requirements.

Physical Requirements:

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