



## **Talent Acquisition Specialist (aka Recruiter)**

The Talent Acquisition Specialist conducts full cycle recruitment activities including prospecting, sourcing, and assessing candidates, working collaboratively with the entire Engaged HR team to deliver top talent to clients in a variety of sectors and professions.

As a Talent Acquisition Specialist, you work with Engaged HR clients as they grow and develop their teams. You work directly with Boards of Directors, CEOs, Executive Directors, and hiring managers on fulfilling their talent needs, while responsible for ensuring the candidate experience for our clients is second to none. You have a natural ability to connect with people and build networks, people trust you because you are organized, and you do what you say you will do. You are a true people person who enjoys helping candidates and businesses find the perfect match. Our recruitment opportunities vary – sometimes you are recruiting as part of an in-house HR team, executing recruitment process, or completing project recruitments for a specific role. As a member of the Engaged HR team, you are a part of something unique as you contribute to our talent acquisition services.

### **Roles and Responsibilities**

- Own the recruitment and selection process from start to finish which includes updating job descriptions, posting positions, screening candidates, conducting interviews, completing references, and negotiating offers.
- Collaborate with the client and our team to understand the ideal candidate.
- Partner and work collaboratively with our Marketing Associate and clients to provide creative, highly targeted, and effective recruitment and employer branding campaigns.
- Build relationships of trust and mutual benefit for candidates, clients, and our team.
- Communicate and liaise between candidates and our clients.
- Source talent utilizing diverse channels and sourcing strategies.
- Build and grow a pipeline that supports our search for diverse top talent and keep on the lookout for promising new sourcing channels.
- Establish and maintain your network of relationships with business leaders, building and promoting Engaged HR and our services.
- Foster long-term client relationships and be their 'go-to hero' when recruitment needs arise.
- Work with our applicant tracking system to streamline recruiting activities.
- Think critically and act strategically.
- Be a data wizard and report out on measurable performance indicators.
- Always be looking for ways to improve, grow, and optimize our talent acquisition services.

## Skills and Qualifications

- 3+ years experience in a talent acquisition or recruitment position.
- Experience recruiting in the tech sector.
- A proven track record with sourcing and talent acquisition, you are always striving to attract top talent.
- Experience serving as an advisor and partner to hiring managers and leadership for all things related to recruiting.
- Strong knowledge of leading online platforms.
- Effective communication skills, and an innate understanding that every client is unique.
- Ability to work under tight deadlines and juggle multiple recruiting campaigns.
- Passion for customer service.
- Good technical skills – you embrace technology and leverage it in all that you do.
- A desire to laugh, have fun, and be a part of the best team of HR professionals ever assembled!