

Building Service 32BJ Benefit Funds

Job Description

Job Title: Talent Acquisition Manager
Labor Grade:
Department: Human Resources
Reports To: Director of Human Resources & Organizational Development
FLSA Status: Exempt
Salary Range:
Date Created: 07/5/2018
Date Modified: 02/5/2019

Summary: Under the direct supervision of the Director of Human Resources & Organizational Development, the Talent Acquisition Manager provides leadership, support, advocacy and vision to the Funds' hiring community. The Talent Acquisition Manager is responsible for the full life-cycle of the Funds' talent acquisition process.

Essential Duties and Responsibilities:

- Work with the Director of HR and Communications team and lead employment branding initiatives;
- Partner with hiring managers to develop and implement creative and innovative marketing, advertising and sourcing strategies and techniques to ensure high visibility with potential candidates;
- Build a pipeline of qualified candidates including innovative, traditional and nontraditional resources such as social and business media, career fairs, online job fairs, community network events, etc.;
- Develop effective relationships within the organization and the hiring community to have influence and impact on the talent acquisition process, hiring and onboarding processes;
- Define roles and responsibilities of hiring team, and develop service-level agreements to ensure an effective and efficient talent acquisition lifecycle;
- Work with hiring managers to ensure compliance with all federal/state/local laws and regulations;
- Acquire clear understanding of roles, department, and culture for each search and articulate them to candidates both orally and in writing;
- Manage the entire life cycle of the talent acquisition process for all positions (i.e. updating job descriptions, sourcing, prescreening, scheduling, conducting references, offers, onboarding, etc.);
- Screen resumes, interview candidates (by phone or in person), administer appropriate assessments and references, make recommendations for hire (or not hire) and negotiate employment offers for all searches;
- Communicate to hiring managers, both orally and written, assessments and impressions of candidates that are clear and intuitive regarding a candidate's relevant experience, competencies, and cultural fit so that hiring managers are able to make informed decisions;
- Follow up with potential candidates and hiring managers to keep them abreast of developments in the search process;
- Manage overall process and candidate activity in the applicant tracking system (ATS);
- Manage application/resume file and retention according to organization policy;
- Complete talent acquisition process within desired metrics and goals;
- Direct the efforts of employment agencies and search firms, including negotiating and controlling employment-related fees;
- Arrange travel and lodging for applicants, when necessary;
- Research, analyze, prepare and present talent acquisition statistics; work closely with the HRIS Analyst to collect and coordinate aggregate data for talent pool and translate those data into insights through data analysis that drives deliberate action plans at the appropriate levels;
- Develop and conduct training programs for hiring community with a goal of improving the efficiencies and effectiveness of the talent acquisition process;
- Maintain memberships and affiliations with professional organizations related to industry; and
- Participate or lead special projects as needed.

Qualifications and Core Competencies:

- Bachelor's degree or equivalent combination of work experience and education required;

- Minimum 5 years of full life cycle professional recruitment experience, ideally in a benefits delivery environment;
- Excellent communication skills both verbal and written; an ability to influence and make a compelling assessments of candidates and offers;
- Effective relationship management skills and ability to apply them across all levels within the organization;
- Must demonstrate exceptional judgement with critical evaluation and analytical skills; prior use of behavioral interviewing methods a must; identifying clarity for all roles and the best people for the job;
- Experience with a broad range of recruiting methodologies including sourcing using professional networks, social media (Facebook, Twitter, LinkedIn Recruiter, etc.) and referrals;
- Well organized, attentive to detail, able to multitask, manage competing priorities and meet deadlines; and
- Ability to work independently and as part of a diverse team.

Language Skills: Speak, read, write and understand English

Reasoning Ability: High

Certificates, Licenses, Registrations: PHR, SPHR, SHRMP-CP, or SHRM-SCP a plus;

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 to perform the essential functions.

- Under 1/3 of the time: Standing, Walking, Climbing or Balancing, Stopping, Kneeling, Crouching, or Crawling;
- 1/2 to 2/3 of the time: Sitting, Reaching with Hands & Arms;
- Over 2/3 of the time: Talking or Hearing;
- 100% of the time: Using Hands.