

Talent Acquisition Manager



Job Description

Summary

Our company is looking for a Talent Acquisition Manager to help lead our human resources team. This position is responsible for the full recruitment cycle, which includes developing job profiles, implementing recruitment strategies, sourcing candidates through digital platforms, coordinating the interview process, and assisting with new employee paperwork. Our ideal candidate is someone who can forecast our future talent needs and budget for the costs of talent recruitment. Applicants must have prior HR experience, and you should be familiar with applicant tracking systems.

Duties and Responsibilities

- Develop and implement recruitment strategies
- Collaborate with hiring managers to develop job profiles
- Source potential candidates through hiring events and digital marketing campaigns, including on social media platforms
- Coordinate candidate interviews and assessments
- Update our applicant tracking system
- Assist with employee onboarding
- Forecast future talent or staffing needs
- Budget for recruitment costs

Requirements and Qualifications

- Bachelor's degree in HR or a related field
- Human resources and recruitment experience
- Familiarity with various interview techniques
- Knowledge of state employment laws and regulations
- Entrepreneurship
- Basic computer skills