

TALENT ACQUISITION SPECIALIST

Job Type: Full-Time Employment

Summary Overview: A Talent Acquisition Specialist is a professional responsible for sourcing, attracting, and interviewing prospective employees to find the perfect match for a company's long-term goals. They factor into this process that people play an important role and will be key players of success going forward.

Essential Functions:

- Coordinating with hiring managers to identify staffing needs
- Determining selection criteria
- Sourcing potential candidates through online channels (e.g. social platforms and professional networks)
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Education:

BSc in Human Resources Management or relevant field

Day-to-Day Responsibilities:

- Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- Assess candidate information, including resumes and contact details, using our Applicant Tracking System
- Design job descriptions and interview questions that reflect each position's requirements
- Lead employer branding initiatives
- Organize and attend job fairs and recruitment events
- Forecast quarterly and annual hiring needs by department
- Foster long-term relationships with past applicants and potential candidates

Skills:

- Proven work experience as a Talent Acquisition Specialist or similar role
- Familiarity with social media, resume databases and professional networks (e.g. Stack
- Hands-on experience with full-cycle recruiting using various interview techniques and evaluation methods
- Knowledge of Applicant Tracking System (ATSs)
- Excellent verbal and written communications skills and a keen understanding of the differences between various roles within organizations