



HARWOOD
INTERNATIONAL

HARWOOD INTERNATIONAL CAREERS

Talent Acquisition Manager

Summary

The Talent Acquisition Manager is responsible for the identification, recruitment and onboarding of top tier talent for Harwood International and its related companies. This position will provide leadership and oversight of strategies, processes, staff and technology associated with the recruitment and staffing lifecycle for the organization.

This position will be expected to clearly understand and articulate the impact of the external talent marketplace dynamics on these strategies and effectively partner with business leaders to translate these talent acquisition efforts into an alignment of the organization's workforce with its business strategies and vision for continued growth.

The candidate of choice will already have demonstrated effective leadership and a significant depth of experience in identifying and acquiring quality talent for high volume growth of large, complex business environments.

Classification

Exempt / Salaried

Reports To

Vice President of People & Culture

Essential Functions

Job Functions

- Develop and execute successful strategies (traditional and innovative techniques) for recruiting top tier talent (all levels).
- Collaborate with business leaders to proactively address talent needs for the execution of current and future business strategies.
- Collaborate with Marketing in utilization of multi-media (web site, social media, etc.) to support recruitment and branding efforts throughout the talent acquisition process.
- Partner with HRBPs and business leaders in the development and improvement of processes related to talent acquisition activities such as talent sourcing, position requisitions, internal posting, onboarding, orientation and other related projects and initiatives.
- Provide counsel and talent recruitment coaching to HRBPs and other members of the business leadership team.
- Provide leadership in: identifying and implementing recruitment and staffing technologies, defining business requirements and reporting metrics and analysis of talent recruitment function.
- Collaborate with HRBPs, Manager Comp & Benefits and other business leaders to develop, extend and negotiate employment offers.
- Develop and distribute talent acquisition related reporting; provide analysis on data to aid business leaders in decision making related to talent strategies and selection.

- Support and or drive talent acquisition projects and initiatives that focus on increasing the capacity and efficiency of the recruitment and staffing function.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

- Proficient knowledge of Human Resources and employment law
- Experienced leader in high volume Talent Recruitment and staffing
- Strong and Effective Communication skills (oral and written)
- Knowledge of organizational development and change management
- Excellent Platform & Presentation skills
- Ability to develop strong partnership and an in-depth understanding of the customer's business and current issues
- Effective in time management and delivery of outcomes in environment of competing priorities
- Knowledgeable of strategic planning process and the impact of top tier talent recruitment and staffing in the execution of the business strategies.
- Experienced in Project Management and business requirements related to recruitment and staffing technologies.

Supervisory Responsibility

Yes

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a full-time position; typical work hours and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. May be some flexibility in hours required.

Required Education & Experience

- Bachelor's degree in Human Resources or related field – (10+ years of experience may be substituted for degree).
- Minimum of 3-5 years' HR management experience with emphasis in recruitment and staffing.

Preferred Education & Experience

- SHRM-CP, SHRM-SCP, PHR or SPHR certification
- 5-7 years' experience working for a large recruitment firm
- Real estate / hospitality / construction industry related experience
- Bi-lingual: English and Spanish

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual

orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to nrungruangphol@harwoodinc.com