



HARWOOD
INTERNATIONAL

HARWOOD INTERNATIONAL CAREERS

Talent Acquisition Specialist

Summary

The Talent Acquisition Specialist will support recruiting and staffing efforts throughout the recruiting and onboarding lifecycle. This includes, identifying and sourcing candidates, interfacing with candidates and hiring managers, assisting in the pre-employment screening process, providing systems and reporting support and analysis.

Classification

Exempt / Salaried

Reports To

Talent Acquisition Manager

Essential Functions

Job Functions

- Consult with hiring managers and Human Resource Business Partners (HRBPs) throughout the course of a search regarding strategy, assessment (technical and cultural alignment) methods, and final candidate selection.
- Collaborate with HRBPs to expeditiously execute recruitment and staffing plans that support growth through external hiring and internal transfers.
- Capture relevant data in talent acquisition technology and provide reporting and analysis on data to aid business leaders in decision making related to talent strategies and selection.
- Provide technical knowledge and support of the day to day operations of recruitment and staffing for all employee levels to include: sourcing candidates, interviewing and screening candidates for required KSAPs, preparing recruitment materials, posting jobs to appropriate job board/newspaper/colleges/websites/social media/etc.
- Successfully manage, prioritize and close searches within established recruiting metrics.
- Develop and maintain internal and external professional relationships and utilize traditional and innovative sourcing techniques to identify qualified candidates.
- Knowledgeable of regulatory compliance related to employment and hiring practices.
- Collaborate with HRBPs to establish a seamless onboarding experience for the candidates.
- Participate in and, in some cases, lead projects and initiatives that further the purpose of the talent acquisition area of People and Culture.

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

Competencies

- Proficient in knowledge of Human Resources, employment law along with recruiting and staffing practices.

- Ability to develop strong partnership and in-depth understanding of the customer's business and current issues.
- Strong communication skills, both oral and written.
- Excellent presentation and facilitation skills.
- Ability to collaborate with business leaders while demonstrating adaptability, flexibility, organization and professionalism in a high demand, high volume work environment.
- Operate effectively in a rapid growth and changing environment with competing priorities.

Supervisory Responsibility

No

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
- 3-5 years of high volume recruiting and staffing experience
- Proficient in Microsoft Office Suite

Preferred Education & Experience

- SHRM-CP, SHRM-SCP, PHR or SPHR certification
- Bilingual: English and Spanish
- Experience working for a large recruitment firm
- Real estate / hospitality / construction industry related experience
- Experience working with Applicant Tracking Systems and full Human Capital Management Systems

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