

Job Title: Talent Acquisition Manager

Job Description:

We are seeking a strategic and results-driven Talent Acquisition Manager to lead our recruitment efforts and attract top talent to our organization. The Talent Acquisition Manager plays a critical role in developing and implementing talent acquisition strategies, managing the recruitment process, and building strong relationships with candidates, hiring managers, and external partners. You will work closely with stakeholders to identify hiring needs, source and assess candidates, and drive the recruitment process to successful hires.

Responsibilities:

- Develop and implement talent acquisition strategies and plans that align with the organization's goals and support the recruitment and retention of top talent.
- Collaborate with hiring managers to understand their hiring needs and develop effective recruitment strategies and job descriptions.
- Source and attract qualified candidates using a variety of channels, including job boards, social media, professional networks, and direct sourcing.
- Review resumes, conduct phone screens, and interview candidates to assess qualifications, skills, and cultural fit.
- Coordinate and conduct in-person interviews, working closely with hiring managers and interview panels.
- Utilize behavioral and competency-based interview techniques to evaluate candidates' skills, experience, and potential.
- Provide guidance and support to hiring managers throughout the selection process, including candidate assessment, offer negotiation, and onboarding.
- Build and maintain strong relationships with candidates, ensuring a positive candidate experience and effective communication throughout the recruitment process.
- Develop and maintain a talent pipeline and talent pools for future hiring needs.
- Stay updated on industry trends and best practices in talent acquisition, sourcing strategies, and recruitment technologies.
- Implement and leverage recruitment technologies and applicant tracking systems to streamline and enhance the recruitment process.
- Analyze recruitment metrics and data to identify trends, evaluate recruitment effectiveness, and make data-driven recommendations for continuous improvement.
- Collaborate with HR and hiring managers to ensure compliance with employment laws and regulations throughout the recruitment process.
- Develop and maintain relationships with external partners, such as recruitment agencies, universities, and professional organizations, to support talent acquisition efforts.

- Participate in employer branding initiatives and represent the organization at career fairs, industry events, and networking activities.
- Manage and mentor a team of recruiters or talent acquisition specialists, providing guidance, performance feedback, and professional development opportunities.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field. Master's degree is a plus.
- Proven experience as a Talent Acquisition Manager or in a similar recruitment leadership role.
- Strong knowledge of talent acquisition strategies, recruitment techniques, and best practices.
- Demonstrated experience in full-cycle recruitment, including sourcing, evaluating, and selecting candidates.
- Familiarity with applicant tracking systems and recruitment technologies.
- Excellent interpersonal and communication skills, with the ability to build relationships and influence stakeholders at all levels.
- Strong organizational and time management skills, with the ability to manage multiple priorities and meet deadlines.
- Analytical and problem-solving skills, with the ability to analyze recruitment data and metrics.
- Familiarity with employment laws and regulations related to recruitment and selection.
- High level of integrity and the ability to handle confidential and sensitive information with discretion.
- Strong leadership and team management skills, with the ability to mentor and develop a high-performing recruitment team.
- Proficiency in Microsoft Office Suite and recruitment software.

If you are a strategic thinker with a passion for attracting and selecting top talent, we invite you to submit your application. Join our team and lead our talent acquisition efforts, ensuring that we attract and hire the best candidates who will contribute to our organizational success.