



Talent Acquisition Specialist

Requisition #HR- TA041223 Closing Date:

Open Until filled Classification: Exempt

Salary Range: \$54,919.7542 - \$62,062.7488 Annually DOE

PURPOSE:

Under the General supervision of the Director of Human Resources, the Talent Acquisition Specialist is responsible for sourcing, attracting, interviewing, hiring and onboarding employees, all while factoring in the long-term goals of an organization. The Talent Acquisition is responsible for the ongoing process of attracting and engaging talent with specific, sometimes niche skills, experiences, and perspectives.

NATURE OF WORK:

- Coordinating with internal departments to determine recruitment needs.
- Determining selection criteria, hiring profiles, and job requirements for vacant positions.
- Sourcing potential candidates through online company career portals, recruitment sites, job boards, social platforms, as well as print media, posters, and flyers, when required.
- Managing hiring processes via electronic Applicant Tracking Systems.
- Evaluating applications and screening candidates via calls or emails, as well as facilitating pre-interview assessments.
- Spearhead campus recruiting efforts and establish partnerships with local colleges and universities.
- Compiling interview questions and conducting in-person or video call interviews with shortlisted candidates.
- Preparing hiring forecasts as part of the company's strategic planning.
- Documenting processes and fostering good relationships with potential candidates and past applicants.
- Developing hiring strategies and procedures in line with industry trends, as well as keeping informed of advancements in the field.
- Professional Human Resources certification strongly preferred.
- Previous experience seeking talent recruitment and assisting with onboarding processes.
- Interpersonal skills and ability to communicate professionally.
- Experience in the continual development of talent pipelines and sourcing potential candidates.

MINIMUM EDUCATION AND EXPERIENCE:

- Bachelor's degree in human resources management, or similar.
- 2-3 years of experience as a talent acquisition specialist, or similar.
- Certification obtained from the Society of Human Resources Management would be advantageous.
- Proficiency in Applicant Tracking Systems, such as Oracle Taleo and iCIMS Recruit.
- Knowledge of LinkedIn, ZipRecruiter, and other hiring platforms; as well as one-way interview platforms i.e. SparkHire
- Ability to liaise with internal departments and develop hiring strategies and profiles.
- Advanced knowledge of effective hiring platforms that attract suitable applicants.
- Exceptional ability to screen candidates, compile shortlists and interview candidates.
- Experience in creating awareness of the company brand and establishing professional relationships with candidates.
- Proficiency in documenting processes and keeping up with industry trends.
- Excellent interpersonal and communication skills.

- Excellent verbal and written communication skills, including strong organizational and interpersonal skills.
- Intermediate computer applications experience, including Microsoft Word, Excel and Outlook as well as the ability to learn new computer applications quickly.
- Demonstrated competency in providing family support.
- Ongoing participation in training is required to stay current on family support, systems of care and educational rights.

This position will primarily be based in the office; however, remote work may also be available.

Per California state mandate, the COVID-19 vaccination is required for all regional center employees. Proof of vaccination AND booster is required by at the time of hire; also, this position may be subject to weekly testing and other health and safety requirements.

WRC is an equal opportunity employer. Further, WRC will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested, please send resume with Job Title & Requisition Number in the subject line to Jobs-WRC@westsiderc.org by the closing date.