

HR & Talent Acquisition Specialist

Company Description

Swanson Russell is a full-service marketing communications and advertising agency that was named one of the area's Best Places to Work in 2019.

Job Description

Do you enjoy connecting with talent, building networks, pipelines and partnering with community and educational centers? Do you strive to continuously improve whether it be processes, programs, connections?

This position offers up the opportunity to grow in the talent acquisition field and expand and support other areas within HR such as performance management, employee engagement and/or rewards and recognition.

Key Responsibilities:

- Responsible for managing and maintaining agency-wide talent acquisition sourcing strategy where you are responsible for the entire recruitment life cycle.
- Conduct candidate sourcing activities for both passive and active candidates ensuring that candidate pools and pipelines are created and filled with diverse candidates that hold the necessary experience, skills and competencies.
- Manage and conduct new hire onboarding and internal training on HR processes and programs.
- Support management with compliance of all areas of employment law.
- Assist in managing employee engagement initiatives.
- Lead the performance management process.
- Assist in developing new HR policies, practices and procedures.
- Support other HR functions with the opportunity to take on other general HR activities and projects.

Qualifications

Desired Skills & Experience:

- Experience working with recruiting and candidate related tools and systems, including applicant tracking systems, resume databases and internet sourcing tools (e.g., LinkedIn, Boolean search strings, job boards, etc.).
- Advanced knowledge of federal, state, and local employment laws and regulations.
- Ability to collaborate, influence, and earn the respect and confidence of colleagues and management.
- Self-motivated with sound judgment and critical thinking skills.
- Demonstrated success managing multiple tasks and competing priorities while balancing the need for quality with meeting deadlines.

- Strong project management skills are a way of life for this position.
- Presentation skills both in individual and group settings
- Must have a strong work ethic and be a team player.
- Ability to work in a fast-paced environment, respond quickly, deliver results under pressure and maintain confidentiality.
- Proficient in computer programs such as MS Office, HRIS applications, payroll programs, and/or other systems to effectively gather, interpret, organize, and present data. Ability and willingness to learn other computer applications.
- Performs other related activities and participates in special projects, as required.
- Bachelor's Degree in Human Resources, Business, Communications or related field with a minimum of 2-4 years of progressive HR experience.
- First-hand experience in a talent acquisition capacity working with an ATS strongly preferred
- Possesses excellent organizational skills necessary to coordinate, prioritize and plan projects, schedule meetings, ensure deadlines are met, and balance daily workload
- Demonstrates excellent communication skills – both written and verbal – must be concise, articulate, and easy to understand
- Has adequate knowledge of digital marketing concepts, web development technologies, and production processes
- Has ability to work in an independent fashion, solve problems, make decisions and communicate effectively in difficult situations
- Effective presentation skills

Apply Here: <https://jobs.smartrecruiters.com/SwansonRussell/743999724167331-hr-talent-acquisition-specialist>