

Position Title:	Talent Acquisition Specialist	Department: HR
Reports To:	Director, Human Resources	FLSA Status: Exempt

General Summary:

The role of Talent Acquisition Specialist will be to develop and implement effective recruitment and staffing strategies by identifying future hiring needs, drafting/reviewing/updating job descriptions and job listings, sourcing candidates through online advertising, databases, job fairs, and social media, scheduling and conducting interviews, tracking and filing necessary forms and data, and keeping abreast of the latest trends, laws and regulations relating to the hiring process.

Essential Job Duties:

- Develops, facilitates, and implements all phases of the recruitment process.
- Collaborates with managers and directors to identify critical hiring criteria and draft detailed and accurate job descriptions.
- Relays, role models and supports our employer brand.
- Identifies and implements efficient and effective recruiting methods and strategies based on industry standards and the needs of the organization.
- Creates and Initiates job postings and advertisement processes.
- Screens applications and selects qualified candidates.
- Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
- Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders.
- Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Develops and maintains a strong and active network of candidates and acquisition sources.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Develops and maintains positive relationships with secondary and post-secondary schools, employment agencies, and other similar organizations in order to develop additional sources of qualified candidates.
- Assists in the development and management of future internship programs.
- Attends and participates in college job fairs and recruiting sessions.
- Conducts and maintains recruitment analytics for trends and reporting.
- Performs other duties as assigned.
- Completes special projects as assigned by the Director or VP of HR*.

*These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

Knowledge, Skills, and Abilities:

- Strong knowledge of HR principles and practices.
- Knowledge of State and Federal HR law and regulations.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills and an enthusiasm for engaging with potential employees.
- Significant experience in negotiating the terms of employment with potential employees of all levels.
- Creative and assertive approach to sourcing strategies for a variety of roles.
- Proactive and independent with the ability to take initiative without specific direction.
- Excellent time management skills with a proven ability to meet deadlines.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
- Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in Human Resources or related field, or equivalent work experience, preferred.
- At least three years managing all phases of the recruitment and hiring process highly preferred.
- SHRM or HRCI certification preferred.
- SHRM's Talent Acquisition Specialty Credential a plus.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear well enough to communicate with employees and industry contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing:	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

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