

TALENT ACQUISITION SPECIALIST

POSITION SUMMARY

At Quincy Mutual, we are always looking to strengthen the organization by adding the best available people to our team. We're seeking a talent acquisition specialist to help us source, identify, screen, and hire candidates for various roles across the company. The ideal candidate will have excellent communication and organizational skills, two or three years of experience in talent acquisition, an ability to devise sourcing strategies for various roles and proficiency with applicant tracking. This role requires excellent interpersonal skills for working closely with others across various departments and a high level of integrity and professionalism.

As part of the HR team the TA Specialist will provide support to employees and managers in our corporate headquarters and two other locations in talent/recruiting and other areas of Human Resources.

JOB RESPONSIBILITIES / CORE COMPETENCIES

Talent Acquisition:

- Establish and maintain practices to ensure a positive candidate experience throughout the recruiting cycle and promote the employer brand.
- Facilitate recruitment activities, including learning the roles of employees within the Company and the P&C insurance industry.
- Devise and implement short- and long-term sourcing strategies including on-line sources and in-person events to build a strong candidate pipeline.
- Provides full-cycle recruitment support, from intake meeting through to offer and onboarding, working in close partnership with HR and hiring manager throughout reviewing resumes, arranging candidate interviews, and closing qualified candidates.
- Work with department managers and HR to identify staffing needs / candidate selection criteria and establish and execute recruiting plans.
- Ensure that immediate staffing needs are being met with a long-term strategy in mind, including providing input to ensure that teams consist of diverse, qualified individuals.
- Partner with department managers and HR to keep job descriptions current and develop interview questions that reflect the requirements for each position.
- Source applicants through online channels, such as LinkedIn and other professional networks.
- Maintain internal and external job postings, oversee applicant tracking/applicant flow processes, and monitor recruiter inbox in real time.

Human Resources Functions:

- Rewards: Assist with the completion of position benchmarking to support recruitment
- Employee Engagement:
 - Partner with hiring manager, HR, and other stakeholders to ensure a smooth transition from candidate phase to on-boarding.
 - Work with HR team on planning and executing employee engagement activities.
 - Contribute to developing materials and communications related to employer brand and value proposition.

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- HR Operations:
 - Maintain the integrity of systems and processes and compliance with Federal and State laws.
 - Ensure accurate and timely input of pre-employment documentation including background and reference checks and offer information.

Communication and Relationship Building:

- Form collaborative partnerships with hiring managers and within HR team to ensure clear expectations in the recruiting process and meet department goals.
- Partner effectively with vendors.

Entrepreneurial Spirit:

- Work with HR team on the continuous evolution of the recruitment delivery model, focusing on best practices for sourcing and attracting top candidates and opportunities to streamline the recruiting process at all points in the pipeline.
- Identify opportunities, develop recommendations, and implement HR process improvement, including self-service.

Business Insight and Analytics: Recommend ways to measure talent acquisition progress.

Other Responsibilities

- Collaborate with HR VP and broader team on strategic projects and initiatives.
- *This job description is not all inclusive and may include additional duties as required.*

EDUCATION:

- Bachelor's degree/ equivalent in Human Resources, Business, or another related field.
- Professional credential, such as SHRM Certified Professional or HR Certification Institute a plus.

EXPERIENCE:

- Two or three years of experience in a talent acquisition or similar role
- Experience in full-cycle recruiting, using various interview techniques, evaluation methods, and tools to proactively source candidates.
- Experience working with ADP or other HR systems.
- Expected to have knowledge of commonly used concepts, practices and policies, and federal / state regulations within Human Resources.
- Knowledge of applicant tracking systems.

REQUIRED SKILLS/ABILITIES:

- Excellent verbal / written communication, presentation, interpersonal and analytical skills
- Ability to work both independently and collaborate as part of a team.
- Excellent organizational and time management skills with the ability to meet deadlines.
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, and policies.
- Ability to acquire a thorough understanding of the organization's structure, jobs, qualifications, employment practices, and the related administrative practices.

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- Proficiency in documenting processes and keeping up with industry trends.
- Proficient with Microsoft Office Suite, HR Information systems, internet, social media, CV databases, and professional networks recruiting tools.