

Talent Acquisition Business Partner

Position Summary:

As Talent Acquisition Business Partner, you will play a critical role in sourcing, attracting, and hiring talent to support the growth and success of our organization. You will be responsible for leading the end-to-end recruitment process for full-time, part-time, and seasonal positions, collaborating closely with hiring managers to understand their staffing needs and deliver strategic talent solutions. In this role you will function as a consultant, project manager as well as a positive influence/representative for both the candidate and hiring manager experience. Our hiring process differs from traditional approaches (see our [Careers Site](#) for more information).

This role may be for you if you:

- Are a leader in talent acquisition, find intrinsic satisfaction in sourcing the 'unicorns' for our teams, delving into the depths of candidate pools and actively seeking out new talent pipelines
- Excel at multi-tasking, shifting effortlessly between facilitating the steps of a hiring process, to calling referrals, to navigating technology and customizing reports in Excel
- Fundamentally believe in delivering a positive candidate experience, ensuring you get back to everyone – even if it means giving the same response to multiple people the same day, you do so with empathy and consideration
- Are detail-oriented in your approach to all tasks, whether mundane or essential
- Have a sense of urgency and the ability to move quickly

Responsibilities:

1. Full Cycle Recruitment:

- Lead the full cycle recruitment process, from job requisition to offer acceptance, for full-time, part-time, and seasonal positions across all departments
- Partner closely with hiring managers and our People Operations Business Partner team to develop job descriptions, define candidate profiles, and create effective recruitment strategies
- Utilize various sourcing methods, including job boards, social media, networking, and employee referrals, to attract a diverse pool of qualified candidates
- Screen resumes, conduct phone and in-person interviews, and assess candidates' qualifications, skills, and cultural fit
- Deliver formal and informal coaching to all levels of the organization, from senior members of the Leadership Team to first time Hiring Managers

2. Talent Acquisition Strategy:

- Develop and implement innovative and strategic talent acquisition initiatives to attract top talent and enhance the candidate experience.
- Stay abreast of industry trends, best practices, and emerging technologies in recruitment and talent acquisition to continuously improve processes and outcomes.
- Analyze recruitment metrics and data to measure the effectiveness of recruitment strategies and identify areas for optimization.

3. Relationship Management:

- Build and maintain strong relationships with hiring managers, department leads, and key stakeholders to understand their staffing needs and priorities.
- Serve as a trusted advisor to hiring managers, providing guidance and support throughout the recruitment process, including candidate evaluation, selection, and onboarding

4. Employer Branding and Candidate Experience:

- Develop and execute employer branding initiatives to enhance our organization's reputation as an employer of choice
- Ensure a positive and seamless candidate experience throughout the recruitment process, from initial contact to onboarding, to promote our employer brand and enhance candidate engagement
- Leads diversity, equity and inclusion goals related to hiring and provides support on these initiatives in other areas as needed
- Other duties as needed

Qualifications

- Bachelor's degree in human resources, business administration, or a related field
- Minimum of 5-7 years of proven experience in end-to-end recruitment, preferably in a fast-paced and dynamic environment. Prior experience in filling niche roles, including executive searches is preferred
- Strong understanding of recruitment best practices, sourcing techniques, and candidate assessment methods
- Excellent communication and interpersonal skills, with the ability to build rapport and collaborate effectively with internal stakeholders and external candidates
- High level of professionalism, integrity, and discretion in handling confidential information
- Ability to work independently, manage multiple priorities, and meet deadlines in a fast-paced environment
- Proficiency in applicant tracking systems (ATS) and other recruitment tools/software
- Exceptional written and verbal communication skills
- Strong interpersonal skills and a high level of emotional intelligence, enabling the quick establishment of credibility and the development of strong partnerships with individuals at all levels, both internal and external to the company
- Excellent time management, prioritization, and planning skills
- Strong influencing, consultative, and negotiation skills
- Demonstrated proficiency with the Microsoft Office suite of products

How to Apply: Interested candidates should submit their resume and a cover letter outlining their qualifications and interest in the position