

Manager of Talent Acquisition

New South Construction Supply is looking for a Recruiter with full-cycle recruiting experience, from talent sourcing and attracting candidates to interviewing and hiring great employees.

The ideal candidate will collaborate with department managers on a regular basis and proactively identify future hiring needs. You should also be able to attract candidates using various sources, like social media networks and employee referrals. The recruiter candidate should have a HR background combined with work experience in screening, interviewing and assessing candidates.

Ultimately, the responsibilities of the Recruiter are to ensure our company attracts, hires and retains the best employees, while growing a strong talent pipeline.

Responsibilities

- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specifications
- Perform job and task analysis to document job requirements and objectives
- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc.
- Source and recruit candidates by using databases, social media etc.
- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes through the company's assessment tools.
- Write and execute offer letters
- Provide analytical and well documented recruiting reports to the rest of the team

- Act as a point of contact and build influential candidate relationships during the selection process
- Promote company's reputation as "best place to work"

Requirements

- Proven work experience as a Recruiter (either an in-house recruiter or a staffing agency recruiter)
- Solid ability to conduct different types of interviews (structured, competency-based, stress etc.)
- Hands on experience with various selection processes (video interviewing, phone interviewing, reference check etc.)
- Ability to organize and administer skills assessments
- Familiarity with HR databases, Applicant Tracking Systems
- Hands-on experience with recruiting software, as well as Human Resource Information Systems or Human Resource Management Systems
- Excellent communication and interpersonal skills
- Strong decision-making skills