

Talent Acquisition Specialist

Company Description

From the middle of America, Swanson Russell, a full-service marketing communications and advertising agency, produces ideas that grab attention from coast to coast. Our crew of big thinkers, go-getters and team players help brands create a Real Connection™ with their audiences. Swanson Russell is dedicated to building an inclusive work culture that expands and embraces diversity, and that elevates our work and our connection to the world. If that sounds like you, apply today.

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 the opportunity to grow in the talent acquisition field and expand and support the employee lifecycle at our agency. We need someone to help us continue to bring strong talent into our agency by finding the “needle in a haystack” type of candidates.

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.
- Conduct new hire onboarding training.
- Support management with compliance of all areas of employment law.
- Assist in employee engagement initiatives and other HR projects.
- Performs other related activities and participates in special projects, as required.

Qualifications

- 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.).
- 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.
- Bachelor's Degree in Human Resources, Business, Communications or related field with a minimum of 3-5 years of progressive HR experience desired.
- First-hand experience in a talent acquisition capacity working with an ATS strongly preferred