Commonwealth Holdings, Inc.

Sr. Talent Acquisition Coordinator

Commonwealth Holdings, Inc. is the parent company of three subsidiaries that deliver comprehensive electrical and technology solutions across multiple states. Commonwealth Electric Company of the Midwest provides full-service electrical contracting, Confluence Technology Group specializes in low-voltage systems and technology integration, and Rydalch Electric is a long-standing leader in Utah's construction industry, offering electrical construction services for commercial, institutional, and industrial markets. Together, these companies operate across Arizona, Iowa, Nebraska, and Utah, serving diverse sectors with expertise and reliability.

With a Commitment to Excellence, Commonwealth uses a combination of disciplines, expertise, and our four core values (Customers, Employees, Character, and Mastery) to serve our customers with the highest quality of work. We employ hundreds of skilled employees nationwide, so if you are interested in becoming part of our team, keep on reading!

What We Offer:
Employee Ownership: As employee owners, a key component to our company culture is that every team member has a stake in our success. Your hard work directly contributes to the growth and prosperity of the company, and you share in the rewards.
Work-Life Balance: We understand how important work-life balance and personal wellbeing are, which is why we're committed to fostering a supportive environment that prioritizes both—because when you thrive, we all do.
Benefits: Qualified employees are offered comprehensive and competitive benefits package to protect them and their families from the unknown.
Mentorship: Each new team member is paired with a mentor who provides guidance, support, and valuable insights throughout your onboarding experience and beyond.
Career Development: With access to continuous learning opportunities and training programs, you can advance your career and stay at the forefront of industry innovations.
Leadership Development: Whether you are just starting out or looking to take the next step in your career, we provide opportunities for leadership development to provide you the tools and support you need to succeed.

Position Summary:
The Senior Talent Acquisition Coordinator leads full-cycle recruitment efforts across Commonwealth. This role is responsible for developing and executing strategic recruiting plans, building strong partnerships with hiring managers, identifying and engaging top talent, and ensuring an exceptional candidate experience. The Senior Talent Acquisition Coordinator serves as a trusted advisor to leaders throughout the hiring process and is expected to maintain a high level of responsiveness, urgency, and customer service while managing multiple priorities. This position also oversees key recruiting systems, processes, and onboarding activities to ensure efficient and effective talent acquisition operations.

Primary Responsibilities:
- Develop and execute recruitment strategies to attract qualified candidates
- Partner with hiring managers to understand workforce needs, hiring challenges, and long-term talent requirements
- Provide consultation and recommendations to leaders regarding sourcing strategies, market conditions, candidate availability, and selection approaches.
- Analyze recruiting metrics and hiring trends to identify opportunities for continuous improvement
- Build and maintain talent pipelines for critical and difficult-to-fill positions
- Promote the organization's employment brand through various recruiting initiatives
- Maintain regular communication regarding candidate progress, recruiting challenges, and hiring timelines
- Facilitate hiring discussions and assist managers in making informed selection decisions

- Administer and maintain the Applicant Tracking System (ATS), including job postings, candidate records, workflow management, and reporting
- Develop, review, and maintain accurate and up-to-date job descriptions.
- Coordinate and facilitate all stages of the selection process, including screening, interviewing, and offer preparation.
- Maintain accurate recruiting records and documentation
- Execute the overhead pre-employment onboarding experience, including coordination of background checks, pre-employment screenings, new hire paperwork, and onboarding communications.
- Partner with hiring managers and internal stakeholders to ensure a seamless transition from candidate to employee.
- Facilitate a positive onboarding experience that promotes engagement and retention.
- Communicate with new hires regarding onboarding requirements and employment documentation.
- Exemplify, promote, and foster our purpose of Committed to Excellence through our Core Values of Customers, Employees, Character, and Mastery.
- All other duties as assigned and required.

Required Qualifications:

- Excellent relationship-building and interpersonal skills
- Strong customer service orientation and commitment to responsiveness
- Exceptional verbal and written communication skills
- Proven ability to manage multiple priorities and deadlines in a fast-paced environment
- Strong organizational skills and attention to detail
- Ability to effectively influence and partner with leaders at all levels in the organization
- Proficiency with Applicant Tracking Systems, Microsoft Office Suite, and recruiting technologies
- Strong problem-solving and decision-making abilities

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, Communications, or a related field preferred.
- Minimum of 5 years of recruiting, talent acquisition, or human resources experience required.

Commonwealth is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all qualified applicants and employees. Employment decisions are made without regard to race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or any other protected characteristic under applicable federal, state, or local law. We encourage individuals from diverse backgrounds to apply.