



POSITION TITLE: Talent Acquisition Manager

FLSA CLASSIFICATION: Exempt

REPORTS TO: Director of Human Resources

THE ANNEX GROUP'S MISSION STATEMENT

To create a positive impact with the people who live, work and are involved in our communities.

The Annex Group is seeking qualified individuals searching for careers not jobs and can operate with a team first approach. If you are someone who wants to assist in our mission and make an impact, come join our team.

POSITION OVERVIEW:

The position is responsible for sourcing, attracting, and interviewing prospective employees who can assist with the company's mission and ensure long-term goals are accomplished. Must have an understanding people play an important role and will be key players of success going forward. Ultimately, creating a strong talent pipeline for our company's current and future hiring needs.

ESSENTIAL FUNCTIONS:

Include but are not necessarily limited to the following:

- Coordinating with hiring managers to identify staffing needs
- Determining selection criteria
- Sourcing potential candidates through online channels (e.g. social platforms and professional networks)
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- Assess candidate information, including resumes and contact details, using our Applicant Tracking System
- Design job descriptions and interview questions that reflect each position's requirements
- Lead employer branding initiatives
- Organize and attend job fairs and recruitment events
- Forecast quarterly and annual hiring needs by department
- Foster long-term relationships with past applicants and potential candidates

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Human Resources Management of relevant field is a plus but not required
- Proven work experience as a Talent Acquisition Manager or similar role
- Familiarity with social media, resume databases and professional networks
- Hands-on experience with full-cycle recruiting using various interview techniques and evaluation methods
- Knowledge of Applicant Tracking Systems (ATSs)
- Excellent verbal and written communication skills
- A keen understanding of the differences between various roles within organizations

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent walking, standing, sitting within the work area

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is that of a fast-paced office with minimal to high noise levels
- This position requires working independently as well as part of a team
- This position requires verbal and face-to-face contact with others daily
- Frequent use of a computer is necessary as well as all general office equipment
- This position requires the use of all general office equipment
- The position requires client information be maintained appropriately confidential