

Job Description

Job Title: Talent Acquisition Specialist
Reports To: HR Business Partner

Department: Human Resources
Line of Business: Corporate

FLSA: Exempt

Pay Grade: 6

Date: 3/1/2019

Expectations of All Employees:

Play an active role in helping the Company achieve its Mission of Protecting Others by living the Core Values of Integrity, Leadership, Relationships and Enthusiasm in everything that we do.

Job Summary:

The Talent Acquisition Specialist is responsible for managing the staffing efforts for the assigned line of business. This position will be responsible for sourcing, interviewing, hiring, orientating and onboarding new employees, administering human resources practices, policies and procedures, and acting as an employee advocate through the employment lifecycle.

Essential Duties and Responsibilities:

- 50% Lead full life cycle recruitment efforts for assigned positions. Develop and maintain strong working relationships with hiring managers that create partnerships that support the achievement of operational goals including time to fill, use of outside recruiters and retention.
- Assist in the development of job descriptions and recruiting plans. Manage all internal and external job postings for assigned positions and ensure consistency of all postings.
 - Prescreen candidates and present to hiring managers for review. Review resumes and credentials for appropriateness of skills, experience, and knowledge in relation to position requirements. Arrange interviews.
 - With HR Business Partner approval, verbally extend offer of employment for assigned positions and initiate the offer and subsequent steps via the HRIS business process.
 - Build applicant sources by researching and contacting community services, colleges, employment agencies, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.
 - Identify and participate in job events each year including onsite career fairs, online recruitment events and/or college showcase events to strengthen name recognition for ProAssurance among potential applicants. Build and maintain the candidate pool; keeping in touch with applicants to build interest in ProAssurance for future openings.
 - Work with the HR Business Partner to deliver hiring, interviewing and/or onboarding training to managers and supervisors as needed.
 - Develop and implement internship program for line of business
- 20% Conduct new hire orientation within two days of hire date.
- Includes new employee training on HRIS system and company policies.
 - Complete I-9/E-verify process.
- 20% Working in conjunction with the Director of Employee Engagement, manage onboarding process for new employees.
- Work with managers to develop plan of action to help new employees assimilate policy, procedures and culture

- Includes periodic check-ups with new employees.

Secondary Duties and Responsibilities

- 5% Stay abreast of current legislation and policy changes that impact the recruiting and hiring process.
- 5% Participate in department, cross-departmental and organization-wide projects.

Qualifications

- 👉 Bachelors' Degree in Business, Human Resources or a related field. Eight years of HR experience required for candidates without a degree.
- 👉 Minimum of two (2) years of recruitment experience with proven results working in a fast-paced environment.
- 👉 Knowledge of sourcing techniques using social media including Twitter, LinkedIn, Facebook, etc. to identify top talent.
- 👉 Must have strong organizational skills, attention to detail, and ability to manage multiple priorities.
- 👉 Proficient knowledge and experience in Microsoft Office Suite.
- 👉 Ability to flex under tight deadlines and at times, high pressure environment.
- 👉 Excellent organizational, verbal and written communication skills.
- 👉 Must be able to work hours necessary to complete assigned tasks.

Additional Comments

As corporate business decisions are made and the direction of the company evolves, the duties and responsibilities outlined above are subject to change in scope and detail.