

CLIENT OVERVIEW

The mission of this financial organization is to partner with member shareholders in the region to provide competitively priced funding, a reasonable return on investment, and support for community investment activities to promote home ownership.

ROLE DESCRIPTION

The Manager Talent Acquisition must be a proactive, innovative, self-starter who wants a hands-on role in efficiently executing the design, management, and execution of recruiting strategy and talent development programs. This position will require a high degree of ownership, flexibility, strong judgement, and resilience when having to re-prioritize and deliver on the customers' needs. A successful person in this unique role should have strong leadership skills, capable of presenting creative solutions, eliciting feedback and collaborating, and delivering innovative solutions.

TALENT ACQUISITION

- Oversee, manage, and execute the organization-wide recruiting strategy and budget
- Manage effort to increase diversity in candidate pools and to improve frequency in business-led exploratory interviews
- Explore the market best practices in recruitment and staffing and implement appropriate best practices in the organization
- Evaluate the success of recruiting strategy; prepare and analyze metrics on overall yield, sourcing effectiveness, etc. Use data to recommend new strategies, process changes and priorities to leadership
- Develop and lead recruiting data and analytics program with weekly, monthly, quarterly, and annual reporting on sourcing, interviewing activity, tracking towards quarterly hiring goals, and candidate experience
- Partner with the Internal Communications team to develop internal and social media communication strategy for highlighting open jobs
- Build quality relationships with HR business partners, hiring managers, senior leaders, and candidates
- Maintain and enhance new hire buddy program

- Manage relationships with agency recruiters
- Define ways to drive efficiency and impact within the interview processes
- Design and deliver training for hiring managers and interviewers
- Provide just-in-time communication and updates to HR Business Partner, Compensation, and Talent Management teams
- Support campus recruiting operations as needed
- Execute and maintain recruiting operations and administrative tasks, including the execution of inter-departmental business processes, phone screens, interview scheduling, collection of immigration documents, and key tasks in Workday

TALENT MANAGEMENT & DEVELOPMENT

- Design and conduct new hire onboarding and orientation efforts
- Develop strategy to gathering feedback from new hires within their first 90 days
- Support HR Business Partners' efforts to collect and analyze exit interview data
- Communicate and coordinate development programs tailored to meet the needs of leaders at various levels.
- Enhance Learning & Development program delivery for employees, including the execution of lunch and learn sessions, e-learning content, one-pagers, and other adult learning platforms
- Support the execution and maintenance of the performance management process and supplementary programs, including the delivery of employee and manager training on performance management skills
- Maintain data and complete tasks in Workday

SKILLS & REQUIREMENTS

- 4-6 years of recruiting experience
- Passion for developing talent
- Excellent organizational and relationship skills
- Experience incorporating diversity and inclusion initiatives into recruiting programs
- A minimum working knowledge of Workday Recruiting; knowledge of Workday Talent or Learning a plus but not required
- Ability to autonomously manage multiple projects simultaneously
- Proven track record of delivering data-driven insights and translating those into process improvement recommendations
- Advanced user of Microsoft Excel and PowerPoint
- Proven experience working with executive level stakeholders
- Strong analytics abilities and problem-solving skills
- Excellent negotiation skills
- Training Skills
- Strong communication skills
- Customers first orientation
- Process- and efficiency-oriented
- Attention to detail