Talent Acquisition Specialist

JOB CODE: HR002

Schedule: Full Time

Work Status: Regular-Exempt

Salary: Starting at $51,000, based on experience

Location: 2701 Chase Avenue, Milwaukee, WI 53207

We Invite You to Join UMOS’ Diverse & Dedicated Team

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS’ diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

Benefits
To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees’ eligible compensation
Advancement
In addition, UMOS offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

Diversity & Equal Opportunity
UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

We have an exciting opportunity that will allow you to be creative and think outside of the box, while working at a company that supports our communities!

As a Talent Acquisition Specialist (TAS), you will be responsible for conducting intake meetings with the hiring supervisor’s, posting open positions, evaluating resumes, sourcing, scheduling, and conducting initial phone interviews and managing the document flow up to the candidate’s new employee orientation. In addition, the TAS will have thorough knowledge of HR best practices and innovative ideas. Ultimately, this person will be able to manage the full recruitment cycle and ensure staffing needs are met across the organization.

Primary Responsibilities:
- Develops, facilitates, and implements all phases of the recruitment process.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Consults with managers to discover position requirements and specific job objectives.
- Assists with determining appropriate tests/assignments to assess candidate’s skill level.
- Creates job posting and designs and implements advertisement processes.
- Screens candidates as necessary.
- Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
- Coordinates the interview process, attending and conducting interviews with supervisors, managers, and other stakeholders.
- Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending start dates, and other pertinent details.
- Assists with pre-employment processes such as coordinating background screenings.
• Ensures compliance with federal, state, and local employment laws and regulations, and company policies; properly maintains candidate records.

Qualifications:

1. Bachelor’s Degree in human resources or related field, or equivalent work experience required.
2. Three or more years’ experience in full cycle recruiting required.
3. Results and goal-oriented recruiter.
4. Excellent oral and written communication skills, strong interpersonal/relationship building skills.
5. Self-starter with the ability to think outside of the box and the drive to continuously improve processes.
6. Ability to create and implement sourcing strategies, recruiting for a variety of roles.
7. Proficient with Microsoft Office Suite and applicant tracking software systems.
8. Bilingual English/Spanish preferred.
9. Hold a valid driver’s license and adequate vehicle insurance.

CLICK HERE TO APPLY FOR THIS JOB.

UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.