



TALENT ACQUISITION SPECIALIST JOB DESCRIPTION

Position Summary

The Talent Acquisition Specialist will manage the recruitment life cycle and retention strategies of all positions within Allied Fire Protection. This individual will partner with internal stakeholders to define strategic objectives around hiring needs and identify solutions with a high sense of urgency. Must be able to effectively analyze hiring needs, determine best recruiting methods, and then efficiently execute recruiting strategies. Will build and maintain a comprehensive candidate pipeline that addresses current and future needs. Serves as subject matter expert on market trends, roles, and retention strategies.

Job Responsibilities include but are not limited to:

- Develops, facilitates, and implements all phases of the recruitment process ensuring attraction and hiring of top tier talent
- Collaborates with internal stakeholders and hiring managers to maintain accurate job descriptions, identify critical characteristics of positions, and define recruitment strategies to meet hiring needs
- Sources candidates using a variety of recruiting methods, screens resumes, interviews candidates, places ads, presents qualified candidates to the hiring manager/team, schedules interviews and manages the recruitment process keeping the hiring team and candidates apprised of the status
- Builds and maintains relationships with both passive and active candidates and ensure a diverse pipeline of candidates
- Establishes and maintains a presence in the fire and life safety industry to stay abreast of industry trends, recruiting best practices, competitors, and roles
- Collaborates with the hiring manager and Human Resource Director during the offer process, identifying and recommending salary ranges, start dates, and other pertinent details
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies
- Creates and maintains screening checklists and interview templates to facilitate productive and consistent interviews
- Hands off potential hires to the Human Resources Director for offer letters, pre-employment testing, new hire paperwork, and new hire orientation



- Updates and maintains company website career page and ADP Recruiting, Applicant Tracking and other applicable modules
- Creates job advertisements for online posting and targeted job boards
- Ensures positive applicant experience throughout the hiring process
- Coordinates key sourcing channels, implementing a variety of innovative candidate generation techniques, strategies, and programs
- Builds and maintains strong partnerships with high schools, vocational programs, colleges/universities, military, and other relevant institutions to create a pipeline of talent including participation in Career Job Fairs, High School Job Fairs, Trade shows, etc.
- Maintains strong partnerships with Third Party Agents, recruitment Agents, Professional Networking groups, etc.
- Builds relationships with employees and formulates ideas for increased and ongoing engagement
- Actively participates in construction and fire and life safety trade organizations with subcommittees that focus on recruiting and training future construction, service and inspection employees
- Increases enrollment and active participation in the Apprentice program. Ensures ongoing engagement through classroom training, interaction with leadership, etc.
- Maintains an ongoing job requisition list for senior leadership
- Coordinates with the marketing team for social media recruitment posts
- Other duties as assigned

Knowledge:

- Bachelor's Degree in Business Administration, Marketing, Human Resources, Organizational Development, or related field; or an equivalent combination of education and experience
- Professional in Human Resources (PHR) certification preferred

Work Experience:

- Minimum of 5 years related professional experience

Skills and Competencies:

- Proficiency in all core areas of sourcing including research, lead generation, pipeline activation, candidate marketing, and cold calling
- Knowledge and experience with a variety of different sourcing tools and techniques



- Prior experience working with a variety of different online recruiting, networking, and/or social media platforms to engage candidates (i.e. LinkedIn, Facebook, Twitter, Indeed, etc.)
- Prior experience working with and/or implementing Applicant Tracking (ATS) systems to track candidate status/activity
- Strong interpersonal, leadership and collaboration skills
- High sense of urgency that proactively moves the hiring process to completion
- Ability to multi-task and meet deadlines
- Ability to communicate effectively
- Understands laws, regulations, and best practices applicable to hiring and recruitment
- Excellent written, verbal and presentation skills
- Detail oriented with excellent organization skills
- Proficient in working with Microsoft Office Products
- Familiarity with industry best practices and standards
- Ability to translate complex problems and concepts in training
- Tactful, diplomatic, confidential and the highest level of integrity
- Strong leadership with demonstrated skills and ability to coach and develop others
- Demonstrate the ability to operate effectively in an independent manner, using independent judgment and an understanding of strategic and tactical business needs
- Excellent networking, relationship management, and collaboration skills
- Ability to work with minimal direction, often with tight deadlines.
- Must be able to travel overnight up to 20% of the time.

Physical Requirements

- 100% Office Setting, including sitting, some bending, walking, and viewing
- Occasional job fair set ups including: backdrops, displays and recruiting/marketing materials.

ACKNOWLEDGEMENT:

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____