

Job Description: Talent Manager

Location: Kirkland, WA

Founded in 2006 and based in Kirkland, Washington, Simplicity Consulting is the premiere, on-demand Enterprise Marketing Services Consultancy for today's changing workplace. We offer clients access to thousands of consultants in these primary areas: *Digital Marketing, Partner & Channel Marketing, Business Analytics, Communications & Content, and Project & Program Management*. Our Simplicity Talent Managers partner with our clients to understand their needs and craft solutions that operationalize marketing to grow their business. As companies strive to transform their business with digital speed, scale, and value, we partner with our clients to execute strategies to make an impact. Our purpose is to help everyone thrive in the new world of work, and for more than five years, Simplicity has been named to the Inc. 5000 list as one of the fastest-growing private companies in America. www.simplicityci.com

At Simplicity Consulting we pride ourselves on serving marketing clients with the highest integrity and collaborating with them on solutions to solve their marketing goals. Clients rely on the **Talent Manager** for their expertise on all the available talent and to assess their needs appropriately and provide exactly the right resource(s). We don't sell, we consult with our clients and help them identify their true business needs, and we provide coaching and guidance to consultants.

Responsibilities

- The Talent Manager is the trusted advisor to consultants who is committed to ensuring success in every project placement
- Partner with clients/hiring managers to understand their needs through our intake process, provide expertise and share valued insight on talent capabilities and market rate
- Prepare recruitment materials and post jobs to appropriate job board
- Social Media posting for projects in order to find passive candidates
- Become an expert on how to attract and evaluate the best talent
- Identify marketable candidates through our curated community of experts in Simplicity's CRM database.
- Identify future talent needs and proactively recruit and source; develop talent pool where gaps occur or where the business demands it
- Conduct in-depth interviews to evaluate, identify and summarize relevant experience and skills, evaluate technical skills and abilities in relation to job requirements
- Independently negotiate contract rates with candidates
- Track daily activity of open requisitions and candidate communications using CRM, excel spreadsheets and written summary communication
- Work daily within CRM database to ensure accuracy of information; update talent profiles.
- Ability to manage and achieve your own weekly/monthly metrics

Qualifications

- 3+ years of experience in recruiting professional services or marketing consulting and communications focused candidates
- Knowledgeable and comfortable with how corporate sales and marketing organizations work and how to talk to experienced professionals
- Ability and desire to communicate and negotiate effectively with clients and consultants in marketing and sales
- Passionate about client success and proven track record of effectiveness with executives
- Strong verbal and written communication skills
- Highly motivated, self-starter and creative problem solver with exceptional follow through skills
- Critical thinking skills (e.g., the ability to conceptual frame problems and identify creative solutions)

- Competent in the MS Office Suite of programs (Outlook, PPT, Excel, Word) and previous experience with a CRM
- Ability to manage and achieve your own weekly/monthly metrics
- Bachelor's Degree; business, marketing or related is preferred

Physical Requirements

- Requires sitting for extended periods of time at a computer, keying and reading content
- Will be required to stand, reach, bend, twist, squat, and move about freely in an office environment
- Ability to lift 25 lbs
- Able to use office equipment such as phone, copier, printer, etc