

Job Title: Talent Acquisition Manager (contract position)

Location: Remote

About this role

The Talent Acquisition Manager (contractor) is responsible for helping Simplicity to source, attract, and recruit new, diverse, skilled talent, at various levels of experience. Additionally, this contract position will cover a talent manager's maternity leave (March-May, tbc), therefore responsible for delivering the best talent in marketing, communication and business operations from our community, to clients with on-demand needs. The ideal contractor is someone who comes with a talent/recruitment background and talent acquisition, helping a company diversify and fill gaps.

Responsibilities

- Develop a sustainable talent acquisition hiring plan and strategies
- Design, plan and execute employer branding activities
- Draft all project descriptions for open opportunities for publication on the Simplicity website, LinkedIn, etc...
- Encourage employees to be brand ambassadors and provide clear direction/instruction for how staff and active consultants can help with talent acquisition
- Leverage Simplicity Diversity Pledge; consultant referral program
- Source and find diverse candidates qualified for open opportunities (client facing and VMS) within CRM/ATS as well as external recruiting
- Negotiate with clients and consultants, to close win opportunities and onboard
- Manage multiple reqs at one time, and at various stages of placement
- Maintain data integrity in CRM (Bullhorn) by providing detailed notes and keeping records current
- Perform analysis of talent needs and provide acquisition forecast when gaps arise
- Execute selection processes (i.e., conduct interviews and screening calls; facilitate Connect sessions)
- Plan procedures for improving the candidate experience
- Suggest measures for improving employee retention
- Use sourcing methods for hard-to-fill roles
- Attend (*virtual) career and college fairs, and similar events
- Determine recruiting KPIs
 - Create and present KPI reports

Qualifications

- 5+ years of experience in recruiting professional services or marketing consulting and communications focused candidates
- 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 daily/weekly/monthly metrics
- Bachelor's Degree; business, marketing or related is preferred

About Simplicity

From strategy to execution, Simplicity Consulting is the preferred marketing and business consultancy for the new world of work. We help companies accelerate growth, add a fresh perspective, and increase capacity—at the speed of business—with access to our curated community of marketing, communications, and business operations experts.

We help clients accelerate growth, add a fresh perspective, and increase capacity with on-demand access to our marketing, communications, and business operations experts. With a curated community of 6,000+ strategic doers, we provide companies with the right talent at the right time for the right project to deliver client-centric solutions that help them grow at the speed of business.

Simplicity is a five-time Inc. 5000 honoree as one of the fastest-growing private companies in America, and has been recognized as one of Washington's largest women-owned companies by Puget Sound Business Journal. Female-founded and -run, we're committed to helping everyone thrive in today's workplace.

Equal opportunity employer Simplicity is committed to creating a diverse, inclusive, and supportive environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, age, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

Benefits

- Health: Medical (HSA or PPO) and Vision
- Voluntary Insurances: Dental, Disability, Life, and AD&D
- 401K with employer match
- Unlimited PTO
- Paid holidays

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