



Job Description: Talent Manager

Location: Kirkland, WA

From strategy to execution, [Simplicity Consulting](#) is the preferred on-demand 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 program and project management experts.

With a cultivated network of the region's top talent, we provide midmarket to enterprise organizations with the right talent at the right time for the right project—helping craft client-centric solutions that operationalize sales and marketing programs to grow the business, faster.

Simplicity is a five-time honoree on the Inc. 5000 list 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, our all-women leadership team is committed to helping everyone thrive in today's workplace.

At Simplicity, 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

- 5+ 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