

Talent Acquisition Specialist

COME JOIN THE HR TEAM! - We are actively interviewing for a Talent Acquisition Specialist to work in the Human Resource department located in Miami Lakes.

The TA Specialist will assist with day-to-day recruiting functions, including pinpoint recruiting, candidate interviews, daily interaction with hiring managers, improving our recruitment strategies, hosting virtual job fairs, onboarding, HR support and overall contribute to the goals for CAS Management. Previous automotive recruiting experience is a preferred.

This will be a fast-paced position as CAS Management is growing very quickly. We are an energetic team, and no day is BORING!

The Talent Acquisition Specialist will need to be versatile and extremely focused on providing an excellent candidate experience at every step of the interview process

You must truly believe in this role as a top priority with every phone call, email, and face-to-face interaction we have. The TA Specialist is tasked with acting as a brand ambassador for CAS Management on a daily basis.

Responsibilities

- Coordinate with hiring managers to identify staffing needs
- Determine selection criteria
- Source potential candidates through online channels (e.g. social platforms and professional networks)
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- Assess candidate information, including resumes and contact details
- Design job descriptions and interview questions that reflect each position's requirements
- Lead employer branding initiatives
- Organize and attend job fairs and recruitment events
- Forecast quarterly and annual hiring needs by department
- Enjoys being creative and is a good communicator

Requirements

- Proven work experience as a Talent Acquisition Specialist or similar role
- Proficient utilization of talent acquisition platforms (Indeed, LinkedIn, iHire) and professional networks
- Hands-on experience with full-cycle recruiting using various interview / screening techniques and evaluation methods
- Excellent verbal and written communication skills
- A keen understanding of the differences between various roles within organizations
- BS in Human Resources Management or 4-5 years in relevant experience
- SHRM-CP certification (preferred)

Salary: based on experience Job Type: Full-time COVID-19 considerations: Company follows CDC recommended guidelines: mask enforcement, social distancing, shielded cubicles and office space, hand sanitizer usage.