

Job Description: Talent Acquisition Manager

Date Created: December 2020	Location: Midwest
Reports to: Chief Human Resources Officer	Dept./Program: Human Resources
FLSA Status: Exempt	Niche: Energy Waste Reduction/Energy Efficiency

Company Overview:

Walker-Miller Energy Services is a core-values driven company committed to changing lives through energy efficiency. We create and manage customized energy waste reduction programs that help electric and gas utilities meet mandated energy savings goals.

Our experience driven philosophy of energy efficiency as economic development helps families and businesses save energy and save money. Through innovative, inclusive initiatives, we help build communities by creating local jobs, producing equitable energy savings for all rate payers, and spurring the growth of diverse local businesses.

Our operating philosophy is reflected in our core values. We refer to them as B-Hive.

- B - Boldly Go
- H - Humble Confidence
- I - Inclusive Stewardship
- V - Value Reputation
- E - Extraordinary Experience

Position Summary:

We are looking for an ambitious and self-driven Talent Acquisition (TA) Manager to join our team! As a TA Manager, you will be responsible for finding, recruiting, hiring and retaining talented candidates. You'll be responsible for planning, developing and implementing a new and productive Talent Acquisition strategy for Walker-Miller Energy Services.

Position Duties and Responsibilities: This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

- Embrace, operate and lead your team in the context of Walker-Miller’s core values
- Source and find candidates qualified for open positions. Successfully fill open positions and manage the process to identify and fill assigned open positions across the Northeast and Midwest of the U.S.
- Investigate and determine hiring needs and fill open positions with top talent
- Develop a sustainable talent acquisition, hiring plans and strategies
- Determine HR/ recruiting KPIs, and create/present reports
- Design, plan and execute employer branding activities
- Encourage team members to be brand ambassadors and plan referral programs
- Design, plan and execute selection processes (conduct interviews and screening calls, etc.)
- Find and resolve bottlenecks in the recruiting process
- Plan and execute procedures for improving the candidate experience
- Review employment applications and background check reports

- Suggest measures for improving team member retention
- Identify & leverage various sourcing methods for hard-to-fill roles
- Attend career and college fairs, and similar events
- Build relationships with various sources/talent pipelines including relevant associations, schools, networks, etc.

Education and Experience:

- Bachelor's degree
- 10+ years progressive talent recruitment experience across the U.S.

Required Knowledge, Skills and Abilities:

- Experience with HRIS, recruitment marketing tools and applicant tracking systems
- Proven relationship building, persuasion and influence skills
- Self-motivated
- Solution-oriented, creative-thinker with demonstrated strong problem-solving ability
- Must have high sense of urgency, customer-service driven, and team player mentality
- Able to work successfully in a diverse team environment
- Demonstrated ability in handling multiple priorities, project management and meeting deadlines and strong planning and organizational skills
- Strong customer service orientation, with extensive experience in effectively addressing and resolving issues
- Demonstrated knowledge of federal and state employment law
- Exceptional written and verbal communication skills for interactions with candidates and individuals at all levels of the organization
- Proficiency with MS office, tech-savvy
- Success in fast-paced environments working independently and, on a team

Travel: up to 25%

Walker-Miller Energy Services is an Equal Opportunity Employer