



Job title	<i>Talent Acquisition & HR Specialist</i>
Reports to	<i>Human Resources Manager</i>

Job Purpose

The Talent Acquisition & HR Specialist supports the full employee lifecycle with a strong focus on recruiting, sourcing, and hiring qualified talent. This role manages day-to-day recruiting while also supporting onboarding, employee relations, HR administration, compliance, HR systems, and employee engagement.

The position partners with supervisors and department managers to understand staffing needs, build candidate pipelines, and ensure an efficient and professional hiring process. The ideal candidate is proactive, organized, people-focused, and able to balance multiple recruiting and HR priorities.

Duties and Responsibilities

Duties and responsibilities include, but are not limited to:

Recruitment and Talent Acquisition

- Manage recruiting and sourcing activities for positions across operations, field, maintenance, administrative, professional, and leadership functions.
- Partner with supervisors and department managers to understand hiring needs, position requirements, and ideal candidate qualifications.
- Create, post, and maintain job advertisements across multiple recruiting platforms.
- Proactively source qualified candidates through job boards, LinkedIn, networking, community outreach, workforce partnerships, referrals, and other recruiting channels.
- Conduct phone screens and initial candidate evaluations.
- Coordinate interviews between candidates and hiring managers.
- Provide hiring managers with guidance regarding candidate qualifications, recruiting strategies, and current market conditions.
- Build and maintain pipelines of qualified candidates for recurring, high-volume, and hard-to-fill positions.
- Maintain consistent communication with candidates throughout the hiring process and ensure a positive candidate experience.
- Develop and recommend interview questions, interview guides, and candidate evaluation tools.
- Track recruiting activity and metrics, including time-to-fill, candidate sources, pipeline activity, and source effectiveness.
- Conduct compensation and labor-market research to assist with salary benchmarking and competitive hiring decisions.

Employer Branding and Recruiting Partnerships

- Represent the company at job fairs, recruiting events, career fairs, and community events as needed.

- Develop relationships with local workforce organizations, colleges, trade programs, schools, and community partners.
- Identify new recruiting resources and partnerships that may strengthen candidate pipelines.
- Help promote the company as an employer of choice within the communities it serves.
- Support recruiting communications and employer-branding initiatives.

Onboarding and HR Administration

- Coordinate the onboarding process for new hires.
- Ensure required pre-employment and employment documentation is completed accurately and timely.
- Maintain employee personnel files and HR records.
- Enter and maintain employee information within the HRIS and other HR systems.
- Assist with new-hire orientation and onboarding activities.
- Provide administrative support for HR programs, processes, and projects.

Employee Relations and HR Support

- Serve as a point of contact for employee questions regarding HR policies, procedures, benefits, and general HR matters.
- Assist supervisors and managers with employee relations matters by providing HR guidance and documentation support.
- Support consistent application of company policies and procedures.
- Assist with employee documentation, corrective action processes, and other employee-related matters as directed by HR leadership.
- Maintain professionalism, discretion, and confidentiality when handling sensitive employee information.

Compliance and Policy Support

- Assist with maintaining compliance with applicable federal, state, and local employment laws.
- Maintain required HR and employment documentation.
- Support HR leadership with audits, recordkeeping, and compliance initiatives.
- Assist with maintaining and updating HR policies, procedures, job descriptions, and related documentation.
- Help ensure HR practices and policies are applied consistently throughout the organization.
- Maintain organized and accurate documentation related to recruiting, hiring, onboarding, and employment matters.

HR Systems, Reporting, and Analytics

- Maintain accurate employee and applicant information within HRIS and applicant tracking systems.
- Generate recruiting and HR reports as requested.
- Assist HR leadership with workforce data, reporting, and HR-related projects.

Culture and Employee Engagement

- Support employee engagement initiatives, company events, and employee programs.
- Assist with HR communications and company-wide initiatives.
- Help promote a positive, collaborative, professional, and people-focused workplace culture.

- Represent the company professionally when interacting with candidates, employees, supervisors, and community partners.

Qualifications

Qualifications include:

- 2–4+ years of experience in recruiting, talent acquisition, human resources, or a related field.
- Demonstrated experience sourcing, screening, and evaluating candidates.
- Experience recruiting for multiple positions simultaneously.
- Experience recruiting in high-volume, industrial, construction, transportation, skilled trades, or similar environments preferred.
- Working knowledge of employment laws, recruiting compliance, and HR best practices.
- Experience with HRIS and/or applicant tracking systems preferred.
- Bachelor's degree in Human Resources, Business Administration, or a related field preferred; equivalent relevant experience will be considered.
- Strong communication, interpersonal, and relationship-building skills.
- Ability to confidently communicate with candidates, employees, supervisors, and leadership.
- Strong organizational skills with the ability to prioritize and manage multiple open requisitions and HR responsibilities simultaneously.
- High level of attention to detail and accuracy.
- Strong problem-solving and critical-thinking skills.
- Ability to work independently and take initiative.
- Ability to maintain confidentiality and handle sensitive information professionally.

Benefits

- Competitive salary based on experience
- Health, dental, life, and vision insurance
- Paid time off and holidays
- Supportive team environment
- Opportunity for growth within a stable, local company