

## Talent Acquisition Specialist – US

### Description

This is your opportunity to 'Be the Difference'! One of the fastest-growing Enterprise Software companies, OneOrigin headquartered in Norwalk, CT with offices in Scottsdale, Arizona and Bangalore, India, delivering cutting-edge technology solutions to HigherEd and Enterprises within the United States. OneOrigin is recognized and featured at top Technology forums such as TechCrunch, GSV, Educause, and more. We are looking for a Recruiter with full-cycle recruiting experience, from talent sourcing and attracting candidates to interviewing and hiring great employees. A successful recruiter will collaborate with department managers on a regular basis and proactively identify future hiring needs. You should also be able to attract candidates using various sources, like social media networks and employee referrals. Our ideal recruiter holds an academic HR background combined with work experience in screening, interviewing, and assessing candidates. Ultimately, the responsibilities of the Recruiter are to ensure our company attracts, hires, and retains the best employees while growing a strong talent pipeline.

### Responsibilities

- Design and implement an overall recruiting strategy
- Develop and update job descriptions and job specifications
- Perform job and task analysis to document job requirements and objectives
- Prepare recruitment materials and post jobs to appropriate job boards/newspapers/colleges etc
- Source and recruit candidates by using databases, social media, etc
- Screen candidates resume's and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Assess applicants' relevant knowledge, skills, soft skills, experience, and aptitudes
- Monitor and apply HR recruiting best practices
- Provide analytical and well documented recruiting reports to the rest of the team
- Act as a point of contact and build influential candidate relationships during the selection process
- Promote company's reputation as "best place to work"

### Qualifications

- 2-4 years sourcing or full-cycle recruiting experience
- Experience using LinkedIn Recruiter, Hiretual, GitHub, etc
- Comfort with metrics to measure the health of candidate funnel and ability to analyze metrics to determine required shifts for success
- Demonstrated ability to manage high volume sourcing activities for various professional levels
- Ability to stay organized and handle competing priorities
- Strong communication skills to set and maintain expectations
- Strong research skills using Boolean, X-ray searches, etc

### Job Benefits

OneOrigin is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex national

### Employment Type

Full-time

### Department

Human Resource

### Objective

- Proven work experience as a Recruiter (either an in-house recruiter or a staffing agency recruiter)
- Solid ability to conduct different types of interviews (structured, competency-based, stress, etc)
- Hands-on experience with various selection processes (phone interviewing, reference check, etc)
- Ability to organize skills assessment centers (in tray activities, work samples, psychometric and IQ/EQ tests, etc)
- Familiarity with HR databases, Applicant Tracking Systems (ATS), and Candidate Management Systems (CMS)
- Hands-on experience with recruiting software, as well as Human Resource Information Systems (HRIS) or Human Resource Management Systems (HRMS)
- Excellent communication and interpersonal skills
- Strong decision-making skills
- BS/MS in Human Resources Management

origin, disability, protected veteran status, or any other characteristic protected by law. We believe in celebrating diversity and creating an inclusive workplace environment, where everyone feels valued, heard, and has a sense of belonging. By doing this, everyone in the OneOrigin family has the power to make a difference and unleash their full potential.

Your Right to Work – In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

**Job Location**

37 North Avenue, #105-106,,  
06851, Norwalk, CT, US

**Date posted**

February 1, 2022