



Job Description

Title: Talent Acquisition and Experience Manager

Department: Human Resources (HR)

Direct Report To: Director of Communication and Experience

FLSA Status: Exempt

Primary Functions: Responsible for planning, developing, and implementing a productive talent acquisition strategy for Golds Gym DC Metro. The Talent Acquisition Experience Manager will oversee the finding, recruiting, hiring, and retaining talented candidates. Will work closely with the senior leadership team and management to anticipate the talent needs of the business and will be responsible for developing a pipeline of talent ready to meet the strategic needs of the business. Additionally, the Talent Acquisition Experience Manager, will develop and execute a memorable New Hire Experience.

Essential Functions and Duties:

- Investigate and determine staffing needs and develop a sustainable talent acquisition strategy
- Assist with external and internal hiring efforts by identifying and sourcing candidates for open positions and proactively recruiting and sourcing for future talent needs
- Create a talent pool by researching and contacting community services, colleges, employment agencies, social media, job boards, internet sourcing, and/or unemployment offices
- Manage the recruitment lifecycle, including initial assessments, interviews, and offers
- Provide guidance, training, expertise, and resources on strategic sourcing and recruiting tactics to the management team
- Highlights trends and themes discovered by working with clients, talking to candidates, and staying on top of market trends
- Develop and maintain strong relationships with the organization's leaders, vendors, community organizations, and other team members to create partnerships
- Work with hiring managers and interview teams to ensure job requirements and expectations are clearly understood and candidates are assessed against appropriate criteria
- Create and present HR and recruiting KPI reports designed to measure and predict recruitment needs including time to hire, quality of hire, open positions, current candidate pipeline, adverse impact, sourcing channel efficiency, and candidate experience/satisfaction
- Manage vendor partners to deliver on the recruitment strategy in a timely and cost-effective manner
- Attend career and college fairs, chambers, or other similar events
- Coordinate and facilitate New Hire Orientation to ensure on-boarding of new team members is consistent and memorable.
- Plan and implement measures for improving the candidate experience and improving employee retention
- Perform candidate and employee satisfaction evaluations and workshops
- Encourage employees to be brand ambassadors and plan employee referral programs

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Knowledge:

- Minimum 3-5 years of recruiting
- Minimum 2-3 years human resources experience
- Must be tech savvy and able to utilize various tools and sources for candidate searching
- Experience working with senior executives and managing direct reports
- Demonstrated ability to execute recruiting strategy, including developing broad sourcing strategies, candidate management and interview process management for positions at all levels across the organization
- Expert level of knowledge in all full lifecycle recruiting components including, but not limited to: sourcing, qualifying, networking, assessing, job analysis, compensation/salary trends, relationship management, and due diligence
- Experience in University relations
- Experience with current recruiting trends and using various social media tools
- Knowledge of best-in-class recruiting practices
- Extensive experience with Applicant Tracking Systems
- Demonstrated ability to work in a collaborative team environment
- Strong client focus with the ability to interface with and support hiring managers at all levels
- Exceptional communications skills
- Up to date knowledge of all HR practices, regulations, Federal and State laws
- Understand company policies, practices, and procedures
- Advanced user knowledge of Microsoft Office to include Excel, Word, and Outlook
- Bachelor's degree required
- Strong attention to detail required

Skills:

- Strong initiative and people skills
- Self-motivated, driven, and competitive
- Basic level math and accounting
- Sales and product promotion
- Great verbal and written communication skills
- Communicate clearly and concisely, both orally and in writing including grammar and punctuation
- Excellent organization, interpersonal and time management skills
- Proven ability to work both collaboratively and autonomously
- Collaborate and work as part of a team in a professional manner

Abilities:

- Promote and support all company products and services
- Maintain confidentiality regarding sensitive and confidential information.
- Stay up to date with leading health club practices and be willing to incorporate them
- Generate, maintain, and demonstrate a friendly, enthusiastic, and positive attitude
- Know and uphold the policies, procedures, and services of the company
- Serve and interact with customers
- Maintain a clean work environment for all employees and guests
- Establish and maintain cooperative working relationships with those contacted in course of work

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- Strong attention to detail
- Organize and prioritize multiple tasks
- Stay up to date with leading human resource and health club industry practices and be willing to recommend and apply them for continual process improvement
- Must be able to work under pressure and meet tight deadlines
- Work at least 40 hours per week with the ability to work throughout the week and weekend during mornings, afternoons, evenings, and holidays
- Ability to work outside normal work hours when dictated by workload
- Must be willing to travel to various locations, regions or recruiting events when necessary