EDULOG

Talent Acquisition Specialist

Job No: AD0111
Salary: DOE
Posting Date: December 7, 2015

This is a Contract-to-Hire position within the Human Resource Department. Edulog is looking to hire a recruiter for 3 to 6 months, with potential long term employment, to manage a large-volume recruiting effort as we work to restructure and expand our company.

Skills & Specifications

- Provide complete, accurate, and inspiring information to candidates about the company and position
- Utilize creative techniques to attract qualified candidates such as referrals, cold calls, social media and other innovative methods
- Focus on talent evaluation and recruitment needs for the expansion of the company
- Seek out professionals with the right combination of experience, education and skills to fill particular positions
- Review resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements
- Research new sources for talent and cultivate relationships with industry professionals
- Create job descriptions, if necessary, and post jobs to appropriate recruiting websites
- Provide administrative support for the hiring process
- Track and manage resumes and applications
- Act as a point of contact and build influential candidate relationships during the selection process
- Manage the scheduling and logistics of all interviews between the candidates and hiring manger
- Conduct initial interviews and/or participate in the interview process
- Conduct reference checks when necessary

Education & Experience

- Bachelor's Degree in Communication or related field with Human Resources experience preferred
- Strong recruiting experience preferred
- High energy, pro-active self-starter who is results oriented and has a strong work ethic
- Solid understanding of various recruiting sites, such as LinkedIn
- Knowledge of recruiting components including but not limited to, sourcing, qualifying, networking, assessing, relationship management, and due diligence.
- Excellent communication and interpersonal skills
- Ability to work under pressure and handle a wide variety of activities and confidential matters with discretion

- Ability to communicate clearly with Senior Level Executives.
- Strong documentation and organization skills is a must.

How to Apply

Please visit our website at https://www.edulog.com/employment to fill out an application and submit a cover letter and resume.

Additional technical positions are available. Please inquire at careers@edulog.com

We are an Equal Opportunity Employer