Talent Acquisition Specialist

Professional's patient-oriented business model has exploded onto the healthcare industry scene with 57+ outpatient physical therapy facilities in Queens, Manhattan, Long Island, Bronx, Brooklyn, Westchester, Rockland, Connecticut, and New Jersey. As a private equity-backed company with a full management team comprised of highly-experienced healthcare executives, we have the resources to experience continued rapid growth in the Northeast and beyond in the near future.

https://www.linkedin.com/company/professional-physical-therapy

As a Talent Acquisition Specialist, we strive to find top talent in all facets of our organization and to deliver recruiting success. This role will be critical in hiring the best possible talent through traditional sourcing strategies as well as developing new and creative recruiting ideas.

***Talent Acquisition Specialist Job Responsibilities*:**

- Achieves staffing objectives by recruiting and evaluating job candidates
- Using traditional and new sourcing methodology to find top talent
- Advising managers
- Prepare and make job offers
- Coordinate processing of new hire paperwork; schedule for onboarding orientation
- Data entry of new hire paperwork into payroll system

Does this work inspire you?

Recruiter Job Duties:

- Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
- Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.
- Prepare job descriptions for each new position.
- Determines applicant requirements by studying job description and job qualifications.
- Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Arranges management interviews by coordinating schedules.
- Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.
- Manages new employee relocation by determining new employee requirements; providing community introductions.

- Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks.
- Avoids legal challenges by understanding current legislation; enforcing regulations with managers; recommending new procedures; conducting training.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes human resources and organization mission by completing related results as needed.

Skills and Qualifications:

Phone Skills, Recruiting, Interviewing Skills, People Skills, Supports Diversity, Employment Law, Results Driven, Professionalism, Organization, Project Management, Judgment

Working Conditions

- Typical office environment with frequent sitting, walking, and standing, and occasional climbing, stooping, kneeling, crouching, crawling and balancing.
- Frequent use of eye, hand, and finger coordination enabling the use of office machinery. Oral and auditory capacity enabling interpersonal communication as well as communication through devices such as a telephone.
- Light physical effort required by handling objects up to 20 pounds occasionally and/or 10 pounds frequently.
- Ability to move from department and buildings to interact with others.

For immediate consideration, please contact dnegron@professionalpt.com

Professional is an Equal Opportunity Employer – M / F / D / V

Employment decisions are made without regard to any basis prohibited by law.