

Talent Acquisition Manager

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The Talent Acquisition Manager focuses on the full life cycle of recruiting, including succession planning, sourcing, candidate screening, management training, legal compliance, and reporting.

Qualifications

- A degree in Human Resources Management, business administration, or a relevant, related field
- Prior experience as a Talent Acquisition Manager, or similar experience in an HR role
- Excellent interpersonal and communication skills
- Knowledge of human resources laws
- Knowledge of job posting sites and professional social media platforms such as LinkedIn
- Ability to multitask
- Knowledge of various interviewing methods
- Fluent English
- Experience working with international recruiting companies and with expatriate staff

Job duties:

- Create a sustainable talent acquisition strategy
- Design, plan and execute employer branding activities
- Perform analysis of hiring needs and provide employee hiring forecast
- Use systems and tools such as an [HRIS](#)
- Liaise and work with international school recruiting organizations
- Plan procedures for improving the candidate experience
- Assess the needs of current employees in discussion with principals
- Advocate for employee benefits according to observed needs
- Conduct employee satisfaction surveys
- Candidate sourcing
- Candidate screening
- Advise management on interviewing, hiring, and candidate evaluation
- Handle all administrative tasks related to the candidate cycle, including reporting
- Serve on the succession planning team
- Work with the compensation department to determine a market rate salary for each new hire.
- Provide guidance and forecasting for future hiring needs

Reporting

The Talent Acquisition Manager reports to the Director of Human Resources and works closely with the Head of School and the Upper and Primary School Principals and Vice Principals.