

## **TALENT ACQUISITION ASSOCIATE**

**DEPARTMENT: SUPPORT – HUMAN RESOURCES**

**STATUS: EXEMPT**

**REPORTS TO: ASSOCIATE DIRECTOR, TALENT ACQUISITION**

### **SUMMARY**

Conduct full-cycle recruitment while advancing the MMA brand and guiding candidates through the selection process. This individual is also responsible for ensuring that every candidate hired has a world class onboarding experience.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- **Sourcing and Selection**
  - Utilize LinkedIn Recruiter and other recruiting platforms to source passive and active candidates
  - Pre-screen applicants by reviewing resumes and conducting phone and in-person interviews to assess cultural and technical fit
  - Extend and negotiate employment offers as directed and within company guidelines
  - Advise and consult with hiring managers regarding market trends, recruiting issues and company policies and procedures
- **Pre- Employment Activities**
  - Communicate expectations with hiring manager and coordinate all materials
  - Communicate information needed to new colleagues
  - Manage the ambassador program and communicate expectations with ambassadors and their managers
  - Complete any necessary pre-hire paperwork
  - Routinely evaluate (quarterly) and update new-hire materials (e.g., onboarding essentials guide, manager's essentials guide, etc.), and other materials related to onboarding
  - Coordinate onboarding timeline with Facilities, IT, and any other stakeholders
- **First Week Activities**
  - Meet with each new colleague and provide an informal orientation by meeting on their first day
  - Be available as a liaison to the correct resource and answer any questions or concerns
  - Support managers with new colleague onboarding activities
- **Run the UNITE! New colleague experience at Headquarters**
  - Coordinate and set up UNITE! orientation by reserving conference rooms, managing invitations, ordering lunch and providing refreshments as needed, printing name tags, communicating changes to speakers
  - Interfacing with Cadence Travel to ensure colleagues have a seamless reservation process
  - Ensure UNITE! is a great experience and runs smoothly by assisting with transitions between speakers, facilitating interactive games, and keeping colleagues engaged

- Routinely find new games and activities to facilitate for colleagues during UNITE! and the Management Committee
- Collect feedback on the onboarding experience by conducting surveys and interviewing new colleagues after UNITE!, 6 months and one year after hire date
- Overall / General Activities.
  - Archive paperwork and maintain accurate documentation on applicants
  - Keep applicants and internal stakeholders adequately informed
  - Manage scheduling and logistics between applicants and hiring managers
  - Work closely with Support Department to ensure a successful new hire onboarding
  - Other duties as assigned

## EDUCATION AND/OR EXPERIENCE

This position interacts with and provides service to a large group of internal associates and external candidates. The Talent Acquisition Associate must be not only positive, approachable and work effectively with diverse personalities but also self-motivated and work under high levels of pressure. In addition, the following is required:

- 2-5 years experience in a fast paced, service oriented environment. Corporate recruiting experience preferred
- Bachelor's degree required
- Recruitment designations preferred (CIR, CPC or similar)
- Proficient in the use of MS Office software (Outlook, Word, PowerPoint and Excel) and the Internet
- Experience with LinkedIn Recruiter preferred
- Exceptional verbal, written and communication skills
- Must be well organized, dependable and team oriented with the ability to prioritize, maintain a high level of confidentiality, and work effectively with all departments
- Maintain a valid California driver's license and reliable transportation

## WORK ENVIRONMENT & PHYSICAL DEMANDS

- Ability to use computer keyboard and sit in a stationary position for extended periods
- Work is performed in a typical interior/office work environment
- Extended work hours required on occasion which may begin before and / or end after the normally scheduled workday
- Frequent travel up to 30% of the time to other MMA offices as required. Occasional overnight travel required