



Talent Acquisition (TA) Coordinator

Juneau, AK

The Strive Group, *on behalf of its client*, is recruiting for a Talent Acquisition Coordinator. ***A Bachelor's Degree with 3 or more years' experience scheduling and supporting talent acquisition activities is required to be considered for the position.***

The Talent Acquisition (TA) Coordinator will be responsible for a variety of duties; the list below highlights what the client considers most valuable to the organization:

- Requisition management. This employer has high volume vacancies due to a variety of challenges recruiting and retaining staff. It expects once a full HR team is on board, the volume will decrease but for now, the incumbent will have his/her hands full with managing the requests. This would include reviewing the requisition with the hiring manager, entering data into the applicant tracking system and posting vacancy announcements to job boards and social media outlets.
- TA Partner support. At its core, this is a gatekeeping position. The incumbent works closely with the TA Partner to ensure candidate care and manager partnership responsibilities occur seamlessly; in other words, he/she keeps the recruiter honest! The incumbent will often manage logistics for interviews, travel, etc. and will also manage the pre-employment responsibilities such as drug screening, background checks, reference checks, etc. In addition, the incumbent will manage the employment/staffing related services necessary to ensure a smooth transition into employment or contract work.

Ideally suited for the go-getter candidate, this position is perfect for someone who rises to the challenges of high volume work, a demand for attention to detail and a consistent sense of urgency. Even though this position is considered supportive, qualified candidates must have expertise in applicant tracking systems, be extremely well organized and detail oriented, and have excellent communication skills. All candidates should be prepared to support their claims regarding proficiency and expertise accordingly.

Interested applicants should send cover letter and resume to recruiter@thestrivegroup.com.

The Strive Group is a full services consulting firm located in Anchorage, Alaska.

We offer a broad range of services to clients in a variety of business sectors and from time to time, perform recruitment/executive search activities for them. As such, we source, recruit, screen, interview and provide reference checks accordingly.