



## JOB TITLE

# Talent Acquisition/HR Support Assistant

## SUMMARY

ATB Technologies is an award-winning Managed Services technology provider in the Chesterfield MO area, looking for an internal Talent Acquisition/HR support assistant to join our company and help us grow.

The ideal candidate is someone with at least 1-2 years of technical recruiting experience in a corporate or staffing-related role. You will be responsible for the full life cycle of the talent acquisition process at ATB. We need someone who can help develop and refine job descriptions, source and prescreen candidates for interviews, schedule interviews, do background checks prior to hiring and presenting employment offers. We want someone who can source from many different areas, including referrals, networking, school job fairs, social media, and job boards. The idea of proactively recruiting, contacting cold candidates and ongoing prospecting does not intimidate you.

You will also represent ATB at job fairs to promote our company and develop a pipeline of potential recruits as you build a strong technical talent pipeline for ATB. You will work closely with Senior Management and report to the CEO.

This is a newly created position based on our growth and our increased headcount needs. You will be given the opportunity to build this position within the framework of our company and culture. You will be building, standardizing our recruiting and hiring process.

We want someone who is dedicated, enthusiastic and ready for a great challenge.

## RESPONSIBILITIES/BEHAVIORS

- Own the proactive recruiting process for the organization
- Review and rewrite job descriptions



- Source and assess candidates.
- Create, execute, and refine sourcing methodologies. Utilizing Linked In, trade schools, networking.
- Proactively cold call and source candidates on an ongoing basis.
- Prescreen all candidate resumes and forward to managers for review.
- Document in our tracking system, all prospective and actual applicants.
- Schedule all onsite and remote interviews.
- Maintain relationships with outsourced recruitment firms as needed. Including qualifying candidates already sourced directly by ATB.
- Conduct interview preparation and coaching with internal staff and collect post interview feedback.
- Present negotiated offers and verify check references, other required background checks as needed.
- Create strong relationships to build a pipeline for future ATB openings within key identified areas.
- Utilize passive and direct sourcing techniques. Seek new methods and innovative solutions to identify and attract prospective candidates and build talent pipelines. Could include sign-on bonus incentives, referral bonuses for employee staff etc.
- Represent and differentiate ATB Technologies to candidates by effectively describing our business, strategy, and core values.
- Partner with Business Development Managers and Recruiting peers to share talent, market intelligence, and best practice recruiting methodologies.
- Join Human Resource Associations, other industry associations to source talent.
- Maintain employee files, updating information as needed.
- Provide any HR related announcements to the organization as directed by management.

## MUST HAVES

- 12+ months of full life cycle recruiting experience of business professionals within a recruitment firm or corporate recruitment environment, including sourcing, screening, and closing candidates.
- Experience and understanding of candidate sourcing, including referrals, networking, social media, and job boards.
- Strong prospecting and creative based candidate prospecting skills
- Not afraid of hearing no
- Strong verbal and written communication skills with an ability to establish relationships with candidates.



- Ability to quickly learn and be resourceful.
- Ability to prioritize and organize staffing needs to meet deadlines and deliver high quality results.
- Experience working with an Applicant Tracking System in a high volume, professional recruiting environment.
- Prior payroll processing experience.
- Prior HR assistant related experience.

### SHOULD HAVES

- Solid grasp of IT jargon and familiarity of typical IT network/support roles
- 12+ months of full life cycle IT Recruiting experience in a corporate or recruitment firm environment, including sourcing, screening, and closing candidates.
- Ability to overcome obstacles, proactively manage expectations and relationships, provide innovative ideas and solutions, and share best practices.
- Experience recruiting in a process and quality driven environment.
- Experience working in a metrics driven environment.
- High attention to detail.
- Degree Preferred in Human Resources, Management, IT, Engineering or relevant degree. 6 years of experience substitute for Recruiting Role Degree

### QUALIFICATIONS

- 1-3 years' of experience in IT-related recruitment field is preferred.
- Must have a strong desire to build a career in recruiting by using proven sourcing, the ability to build strong candidate relationships, and close candidates to accept roles.
- Ability to multi-task and persevere in a fast-paced dynamic environment with a sense of urgency.
- Must have a proven track record of success and be a competitive, self-motivated individual.
- HR assistant/support related recordkeeping a strong plus.

### WHAT WE OFFER

- Highly competitive compensation package, with full employee benefits package
- Unlimited vacation policy
- Company paid lunch three days per week
- 8 company paid holidays



- Matching 401k
- Paid health/dental/vision
- Bonus plan based upon successful candidates hired

#### HOW TO APPLY

Visit [ATB-TECH.COM/CAREERS](https://atb-tech.com/careers) to apply online.

*ATB Technologies does not discriminate on the basis of race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity or any other reason prohibited by law in provision of employment opportunities and benefits.*