



Talent Sourcing Consultant

Department:	Human Resources	Reports To:	HR Manager
FLSA Status:	Exempt	Positions Supervised:	None
Compensation:	Base salary + Commission	Location:	Little Chute office, plus ability to work from home
Job Status:	Full-Time	Amount of Travel Required:	~20% in the area
Work Schedule:	Flexible, based upon candidate availability and business needs		

POSITION SUMMARY

The Talent Sourcing Consultant will assist Heartland Label Printers' team to ensure we have an ongoing diverse, quality pipeline for current critical need positions and future needs. **This role cultivates individuals into candidates for Heartland!** The majority of your time will be spent initially on our Manufacturing Production roles, entry level to Operator positions.

This position will assist in a variety of strategic sourcing that will include: competitive research, candidate attraction and generation from passive individuals, participating on the Social Media Committee to create, design and implement social media campaigns.

We are looking for an experienced Headhunter, Lead Generation/Sales Representatives with outstanding talent sourcing capabilities, to work within our Manufacturing industry. You will tap into various tools and resources to uncover the talent in the market and match that talent with the roles to which they are best aligned.

ESSENTIAL FUNCTIONS

Be a contributing member of the Corporate HR Team and Label HR Team

- Support Corporate and Label HR initiatives and implement them.
- Contribute to process improvement for the HR Team, understanding how change affects all business units.

Sourcing

- Partner with HR Manager and team to help determine staffing strategy with current pool of resources based on hiring criteria.
- Prepare research strategies by staying current on hiring trends, competitor information and employment market conditions.
- Identify and qualify sources for passive candidates thereafter develop creative recruiting strategies.
- Source passive candidates through formal and informal avenues, social media platforms and cold calling, complex internet searches, online databases, contact lists, networking.

- Build proactive relationships with passive candidates to entice them to Heartland over the longer term, if there isn't an immediate role. Create and manage a pool of successful external candidates at all stages of the recruitment process.
- Evaluate profiles and motivators of passive candidates.
- Conduct phone interviews.
- Provide strategic input on best sourcing channels for pipeline vacancies.
- Resume review on pipeline vacancies.
- Proactive communication to database of past candidate pool to keep them updated on their status and opportunities.
- Develop and maintain Affirmative Action/diversity connections.

Employee Benefits

- Understand and communicate the entire benefits package to candidates.

Goal Metrics

- Evaluate source effectiveness by analyzing candidate profiles after hire.
- Develop and track metrics on a weekly and monthly basis, providing analytical and well documented result reports to the team.
- Metrics will be developed for passive to active quality candidates for Heartland.

Administrative

- Develop SOP's for all Sourcing processes.
- Create ad hoc reports and queries, as needed.
- Support internal and external audits.

Professional Development

- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

Projects

- Assist in both Corporate HR and business unit projects that may come up over time.

POSITION QUALIFICATIONS

- **Accountable:** The extent to which an individual is willing to and does accept responsibility for their work.
- **Active Listening:** Solid ability to actively attend to, convey, and understand the comments and questions of others.
- **Change Management:** Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- **Communication, Oral & Written:** The extent to which an individual communicates with clarity, actively engages in conversations in order to clearly understand others' messages and intent and receives and processes feedback.

- Customer Orientated: The extent to which to which an individual desires to service both external and internal clients by focusing effort on meeting the client’s needs, understanding their concerns, and seeking to build trust.
- Decision Making: Strong ability to make critical decisions while following company procedures.
- Diversity Oriented: Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Results Oriented: The ability to drive for successful results, completion of work and the constant continuous improvement mindset.
- Relationship Building: The ability to establish and maintain a good rapport and cooperative relationship with candidates.
- Self-Motivated: The ability to reach a goal or perform a task with little supervision or direction.

SKILLS & ABILITIES

Required Education:

- Minimum of an Associate’s Degree (four-year college) in Human Resources, Business, Communications, Marketing or Public Relations

Required Experience:

- 3-5 years of proven work experience, as a Headhunter, Recruiter or in an Inside or Outside Sales capacity.
- Prior experience with Social Media campaigns, with excellent candidate search skills using a wide range of internet-based resources such as social media sites, job/career sites, etc.

Required Computer Skills:

- Must be well versed in the use of Microsoft Office (Word, Excel, PowerPoint, and Outlook) and Social Media platforms.

PHYSICAL DEMANDS

<i>Physical Demands</i>	
Stand	O
Walk	O
Sit	C
Handling/Fingering	C
Reach Outward	F
Reach Above Shoulder	O
Climb	N
Crawl	N
Squat or Kneel	O
Bend	O

<i>Lift/Carry</i>	
10 lbs or less	O
11-20 lbs	O
21-50 lbs	O
51-100 lbs	N
Over 100 lbs	N
<i>Push/Pull</i>	
12 lbs or less	O
13-25 lbs	O
26-40 lbs	N
41-100 lbs	N

Key:

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Work is performed indoors in a professional office setting. Time may be spent on the manufacturing and warehouse floor with exposure to cold, heat, noise, and moving machines/equipment.

Equal Opportunity Employer-Disabled/Vets

Prepared by: _____

Date: _____

Approval Signature: _____

Date: _____

Approval: _____

Date: _____

Approval: _____

Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.