



<https://napatran.com/job/talent-acquisition-specialist/>

Talent Acquisition Specialist

Description

The Talent Acquisition Specialist will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for NAPA Transportation, Inc.

Responsibilities:

- Develops, facilitates, and implements all phases of the recruitment process for NAPA's non-driving positions.
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Assists with job posting and advertisement processes.
- Screens applications and selects qualified candidates.
- Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
- Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders.
- Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Works collaboratively with the Human Resources team to implement a smooth onboarding process for all new hires and hiring manager.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Attends and participates in college job fairs and recruiting sessions.
- Performs other responsibilities as determined by business needs.

Qualifications:

- At least two years managing all phases of the recruitment and hiring process highly preferred.
- Bachelor or Associates degree in Human Resources or related field preferred.

Benefits:

- Competitive Compensation
- Pay Increases (based on performance)
- Career Advancement
- Paid Vacation
- Paid Holidays
- Great Benefits
- 401k with company match

NAPA proudly offers an innovative and dynamic culture, competitive compensation

Hiring organization

NAPA Transportation, Inc.

Employment Type

Full-time

Beginning of employment

Immediately

Industry

Trucking Industry

Job Location

4800 East Trindle Road, 17050, Mechanicsburg, Pennsylvania, USA

Date posted

March 10, 2022

Valid through

30.06.2022

and a comprehensive benefits package, including medical, prescription, dental, vision, company paid life insurance, paid holidays, paid time off, 401k with company match, tuition reimbursement & much more!