

## Talent Acquisition Consultant

Location: **Any office**

Contact: **Bethany Farrar** [bfarrar@msa-ps.com](mailto:bfarrar@msa-ps.com)

Service Area: **Human Resources**

Close Date: **6/11/15 or until closed**

Employment Duration: **Full time**

### Description

MSA Professional Services, Inc. is an employee owned multi-disciplined consulting firm with over 300 employees in four states developing better ideas to implement better solutions. Collectively, we provide public and private clients with a variety of municipal, transportation, and environmental consulting services.

### Position:

This person is responsible for executing all aspects of the recruitment cycle within MSA Professional Services. This includes job requisition development, candidate pipelining, sourcing, interviewing, negotiation, onboarding and candidate care. This position will also be involved with campus recruitment of intern and new grads as well as campus outreach. This position does require travel throughout the Midwest up to 25% of the time to attend career fairs and support our offices.

### Location:

Any of our MSA office locations

### Responsibilities:

- Manage the full cycle recruitment for intern and new grad positions, while supporting recruitment efforts for experienced positions.
- Attend career fairs to attract candidates as well as to develop/maintain MSA's brand which includes use of social media and networking through external activities such as local association meetings and events
- Facilitates all aspects of candidate care, including scheduling candidate and hiring team interviews, candidate follow up, candidate offer negotiation and acceptance.
- Updates and maintains candidate data in applicant tracking system and follows established procedures to ensure compliance activities are completed timely.
- Lead the facilitation of candidate onboarding process with internal HR resources to ensure high level of candidate care and nurturing occurs from point of acceptance to commencement of employment
- Utilizes all available sourcing resources to establish immediate and long-term candidate pipeline
- Build strong relationships with hiring managers to understand the need, competencies and experience requirements of the position; identify a proactive sourcing strategy; and follow process of requisition approval and data management in various recruiting systems.
- Monitor best and/or competitive practices and provides competitive intelligence in a timely manner to appropriate individuals. Seeks development opportunities on newest talent acquisition strategies or tools.

### Qualifications:

- Bachelor's degree in Business, Human Resource Management, Marketing, or related degree required. In lieu of degree, six years of work experience.

- Required to have strong communication skills, both written and verbal
- Ability to multi task, work independently, as well as time management skills are required
- Valid driver's license required
- The preferred candidate would have 0-2 years of recruiting experience including full cycle recruitment in a professional setting, candidate sourcing, career fairs recruiting, as well as, training and development of entry level candidates
- Prior experience or knowledge of the Engineering & Architecture industry would be a plus
- Prior experience with LinkedIn Recruiter, Open Hire, Red Carpet, or affirmative action plans would be a plus

**You're one of a kind. So is MSA Professional Services. Together we can positive impact the lives of others.** Apply today to join a growing Midwest employee owned multi-discipline engineering firm with a solid reputation at [www.msa-ps.com](http://www.msa-ps.com). MSA is an equal opportunity employer and values diversity in its workforce. All qualified candidates are encouraged to apply including minorities, women, veterans and individuals with disabilities.

Find out more about MSA's culture and work environment at <https://www.facebook.com/MSAProfessionalServices> or <http://www.pinterest.com/careersatMSA>.