

# Talent Acquisition Manager

## Description

ZayZoon is on a path to double our team by the end of the year and we know that won't be possible without continuing to grow our amazing team the right way! As our Talent Acquisition Manager, you will play a crucial role in attracting and hiring top talent with a focus on strengthening our culture with each addition to the team. You are an ideal candidate for this role if you not only share our vision and values, but also have a knack for finding that alignment while balancing the needs of a top tier candidate experience. You will collaborate with hiring managers and facilitate end-end recruitment aligned with business objectives. This is an opportunity to help build and shape a recruitment function and support the efforts of a growing People & Culture team.

**Your Responsibilities**

- As a trusted advisor to the business, lead the full cycle recruitment process from intake meeting to candidate acceptance on a variety of roles including key strategic leadership positions
- Leverage in-depth screening to ensure candidates possess the right competencies, behaviours and skills, to be successful in their position
- Liaise with Hiring Managers throughout the recruitment process, to ensure candidate profiles align with position specifications and core competencies
- Facilitate candidate feedback sessions with Hiring Managers and other collaborators as required
- Support talent mapping exercises and align recruitment approach to build the best strategy for each search, including direct sourcing, networking and researching
- Act as a primary contact with Candidates ensuring a strong Candidate experience throughout
- Maintain detailed records and recruitment files, on interviewed or screened candidates
- Develop robust talent pipelines, with a focus on engaging and attracting both passive and actively searching candidates
- Collaborate with the marketing team, executing on marketing campaigns on employer branding and culture
- Lead various People & Culture projects related to recruitment including but not limited to tooling roll outs, hiring manager training, talent branding, DEIB, process improvement, candidate attraction, etc.
- To be successful in this role, you need to be someone who is Energized by speaking to new people and knows how to make a remarkable first impression to candidates
- Driven by purpose, has a genuine passion for championing our mission, and wants to make a difference through meaningful work
- Is data driven and passionate about recruitment process optimization to create an exceptional candidate experience
- Has extensive experience in end-to-end recruitment activities, including sourcing, screening, interviewing, and hiring manager collaboration
- Demonstrates a track record of launching successful recruitment programs and initiatives that have enhanced talent acquisition outcomes
- Is as comfortable taking the lead as you are getting your hands dirty; you take initiative to do what it takes to get the job done and support those you work with
- Is a â??Builderâ??; comfortable operating in some ambiguity, and excited to help set up new processes to level up
- Possesses excellent communication skills, both written and verbal, and can effectively engage with candidates and hiring teams
- Exhibits strong organizational skills and can effectively prioritize in line with company objectives
- Has a passion for employer branding and understands the importance of building a strong company culture
- What you bring to the table: 5+ years of recruiting experience in high volume recruitment, this might include agency, in house recruiting with a focus on technology scale up and diverse organizations
- Your experience includes strategic sourcing, social media reach-outs (LinkedIn, Twitter, Instagram, Facebook groups), leveraging network contacts of Hiring Managers and Employees, and other creative sources
- Advanced knowledge of a modern ATS with an ability to fully leverage the system
- You understand the value of sharing your experience and can engage methodologies with your Team Members and Hiring Managers to support streamlined and efficient recruitment strategies
- You know how to partner with senior executives and front-line Hiring Managers to ensure the best

## Hiring organization

ZayZoon

## Job Location

Canada

## Base Salary

\$ 67500 - \$ 110000

## Date posted

May 15, 2024

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individual for the position is foundYou are excited for the opportunity to dive into projects and initiatives that will support the scale of the business and functionBonus points if you haveExperience rolling out tools such as Applicant Tracking Systems (especially if your experience is with Lever)Experience with Topgrading methodologyUnderstanding of the HR/FINtech world, payroll and benefits industry, banking industryhave experience recruiting across both Canada and U.S. and a network to back it upYou have written communication skills in a second language (Spanish and/or French preferred)nANYTHING ELSE YOU MIGHT NEED TO KNOWCandidates must be located in North America to be considered.We are organized as a remote team, as such we are looking for candidates who can work effectively remotely. You must have access to a secure high speed internet connection and a secure workspace to ensure security of private information. This role is available on a permanently remote basis.Please note that a final step in our hiring process is for candidates to arrange personal reference calls with former managers and others we may choose and undergo a criminal record check along with a basic security clearance due to the nature of our business.We wish to thank all qualified applicants for their interest in joining our team! Please mention the word \*\*ENTICE\*\* and tag RNDcuMjAwLjIzM54xNDc= when applying to show you read the job post completely (#RNDcuMjAwLjIzM54xNDc=). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

## **Contacts**

Job listing via [RemoteOK.com](https://www.RemoteOK.com)