



Vertical Bridge Job Description

Job Title:	Talent Acquisition Manager	Date:	04/06/23
Department:	Human Resources	Location:	Boca Raton
Reports To:	SVP Human Resources	FLSA Status:	Exempt

Summary:

The Talent Acquisition Manager is a direct report of the SVP of Human Resources and will play an integral part in continuing Vertical Bridges success by helping grow our winning team. The role will directly source great new talent, build an employer brand, implement process improvements, and help coach/train hiring managers.

Job Functions:

1. Develop and implement innovative talent sourcing and strategies to attract top talent to VB
2. Leverage strong sourcing skills in recruiting both passive and active candidates using various methods including networking, social media, university relations, referrals, recruiting agencies and other creative methods
3. Partner with hiring managers to identify staffing needs, define open job specifications that accurately reflect primary job duties, requirements, and qualifications
4. Build and maintain an impactful employer brand strategy that drives increased awareness in defined recruitment areas of Vertical Bridges unique and successful story and culture
5. Provide impactful leadership, coaching and training to grow and develop hiring managers
6. Embrace the use of key performance indicators to track, measure and communicate performance levels
7. Forecast and plan staffing needs based on company projections and budgets
8. Contribute to key projects and represent Human Resources/Talent Acquisition in the strategic vision discussions with company leadership
9. Constructively and enthusiastically, lead, mentor, coach and develop the hiring managers to leverage performance development processes and practices
10. Perform other duties as assigned by the SVP of Human Resources

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.

Supervisory Responsibilities:

None

Working Conditions and Physical Demands:

This position will work from the corporate office with a flexible arrangement and minimum travel.

Education and Experience:

1. Four-year degree required, preferably in Human Resources, Business, or another related field
2. Minimum of three years' experience as a talent acquisition professional with a track record of success in developing and implementing impactful recruitment strategies Previous experience and knowledge of recruitment metrics and analytics



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3. Proficient user of Microsoft Outlook, Word, and Excel. Excel skills required be above average
4. Maintain all company information in the strictest confidence. Adhere to internal confidentiality guidelines
5. Strong customer service skills. Ability to effectively communicate with a broad variety of people, in person, by phone and in writing
6. Demonstrate mastery balancing multiple tasks, highly organized and attention to detail required
7. Effective in an entrepreneurial culture, working independently and as part of a team

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