

Talent Acquisition Specialist



Fouts Bros is a family-owned business since 1952 with facilities in Georgia and Texas. Fouts Bros is proud to have become one of the largest and most diverse commercial truck manufacturers in the US. Fouts Bros is committed to developing new commercial vehicles that provide industry-best value, quality, and dependability.

Our company's core values are quality, efficiency, continuous improvement, safety, and teamwork. We believe in conducting business with honesty and transparency, continuously seeking new ways to improve and evolve, fostering relationships with our community and supporting local initiatives, and operating in an environmentally responsible manner to minimize our impact on the planet.

Job Summary:

Talent Acquisition Specialist is a critical function within the human resources department that focuses on identifying, attracting, and selecting top talent to fill key positions within an organization. This process involves everything from creating job descriptions and posting job openings to screening candidates, conducting interviews, and ultimately making job offers. Effective talent acquisition plays a crucial role in ensuring that a company has the right people in place to drive its success and achieve its strategic goals.

Key Responsibilities:

- Developing effective sourcing strategies to attract top talent.
- Collaborating with hiring managers to define job requirements, screening and assessing candidates through interviews and assessments, managing the candidate experience to ensure a positive impression of the organization.
- Negotiating and extending job offers.
- Ultimately onboarding new hires to ensure a smooth transition into the company.
- Build a talented and engaged workforce that drives organizational success.
- Developing a comprehensive talent acquisition strategy for the entire company by understanding the organization's long-term goals and workforce requirements.
- Conducting workforce planning to identify current and future talent needs.
- Establishing employer branding to attract top talent, implementing effective sourcing and recruitment channels, leveraging data analytics for insights and decision-making.
- Ensuring a positive candidate experience. For multi-level hiring and people management, integrating diversity and inclusion initiatives, offering personalized development opportunities, providing performance feedback and coaching.
- Fostering a culture of continuous learning and growth are key.

- Collaborating with hiring managers and HR business partners to align talent acquisition strategies with overall business objectives is also essential for successful talent acquisition and retention across various levels within the organization.
- Foster a candidate-friendly environment within the team, it is essential to instill a culture of respect, empathy, and professionalism in all interactions with potential hires.
- Empowering team members through ongoing training and development, recognizing and rewarding exceptional candidate experiences.
- Actively participate in conferences, workshops, job fairs, and other relevant events.
- Ensuring that job descriptions are clear, detailed, and reflective of the role's responsibilities, qualifications, and expectations.
- Regularly reviewing and updating job descriptions in line with evolving business needs, market trends, and feedback from hiring managers.

Qualifications and Education Requirements

- Proven experience of 3+ years minimum in recruitment function.
- In-depth knowledge of talent systems and software.
- Excellent presentation, analytical, problem solving, and organizational skills.
- Relevant work experience in HR Administration.
- Ability to multitask and be organized.
- Exceptional interpersonal and time management skills.
- Adaptability and accountability.
- Proficiency using Microsoft Office Suite.
- Excellent customer service skills.
- Continuous learning and staying up-to-date with industry trends are also important for success in this role.

Attributes

- Excellent telephone, verbal, and written communication skills.
- Sound knowledge of labor laws and practices.
- The ability to keep sensitive information confidential.
- Must be approachable and helpful.
- Strong critical thinking skills.

- Good ethical judgment.
- Has strong ability to generate ideas, show creativity and provide solutions.
- Must have exceptional productivity skills. Can be relied on to get the job done accurately and on time.

Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment (computer, printer, copier, etc.) stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.

