

Director of Talent Acquisition

Under the direction of the Vice President of Human Resources, the Director of Talent will create, lead and deliver the vision and strategy for the Rare Genomics Institute's Talent team. The primary goal of this position is to develop clear, consistent and effective sourcing and recruitment processes for Rare Genomics and attract and retaining top talent. This requires creating or transforming the talent acquisition department into a world class function that proactively leads and develops the talent acquisition capability across the organization. It also requires effectively advising and collaborating with senior management. This position will supervise a staff of 2 people.

Essential Job Functions

- Lead, manage, and develop the recruiting team; driving a high-level of performance to meet the company's ambitious staffing plans.
- In collaboration with the Director of Talent Management Perform Job Analysis to define the purpose of the all jobs, job duties and responsibilities
 - In collaboration for team leads, create effective position descriptions
 - Define performance - Analyzing the work duties, tasks, and responsibilities that the employee filling the position needs to accomplish. Not every job within a company is optimized. You may find duties that are undone or projects that you should move from one department to another.
 - Review the needs of the company and at any unassigned or illogical responsibility. Work with management to add the proper tasks to the proper job analysis.
 - Researching and sharing with other companies that have similar jobs
- Responsible for supporting the company culture and implementing/managing recruitment and HR programs including: social networking, employee referrals, etc.
- ▪ Build a comprehensive vision, strategy and goals for talent acquisition for the Rare Genomics across technical and non-technical roles.
- Partner with recruiting, HR, and management teams to develop, implement, and execute hiring strategies. Act as an advisor to company leaders on talent acquisition best practices.
- Experience with a variety of recruitment systems including experience implementing an applicant tracking system and working with recruitment partners/vendors.
- Develop and implement strategic programs to strengthen our ability to attract, assess, select, and scale top-tier Silicon Valley engineering talent.
- Establishes sourcing and recruiting research strategies to create a viable, sustainable pipeline of outstanding talent.
- Ensures a strong evaluation and screening process that filters only candidates with the highest possible caliber and fit to the organization.
- Work closely with VP HR and other department Heads in supporting talent needs, applicant tracking, and best practices and review of practices.
- ▪ Enhance recruiting processes by bringing new recruiting tools and ideas to the organization.
- Drive organizational communication including: town halls, executive emails, staff meeting and rank and file.
- Create and implement recruiting-related programs including creative sourcing plans, recruiting event relations, employee referral programs, and branding initiatives.
- Establish and manage outside staffing agency relationships.
- Determine and manage team priorities and metrics.
- Foster a work environment to cultivate creativity and productivity.

Desired Skills and Experience

- 5+ years' experience in-house technical and non-technical full-cycle recruiting.
- 3+ years minimum experience as in-house Talent Acquisition/Recruiting Manager and developing others.
- 3+ years Supervisor experience,
- Patient, communicative team player that is detail-oriented and has outstanding interpersonal skills.
- Well-versed with working cross-functionally to help resolve hiring issues and drive hiring processes.
- Ability to influence effectively with all levels of the organization, particularly with executive level leaders.
- Results-driven, hard-working, analytical individual who enjoys a challenge.
- Willingness to work flexible hours as needed.
- Experience in both start-ups and bigger companies is a plus.
- Participate on other projects as assigned

Required Skills

- Effective communication
- Attention to detail
- Ability to effectively work with minimal supervision
- Effective communication skills at all levels (written and verbal)
- Strong analytical skills
- Attention to details Well versed with computers and software applications
- Ability to effectively work with minimal supervision
- Effective at prioritizing work to ensure deadlines are met
- Be thoughtful and helpful to those around you.
- Be generous with your knowledge and time
- Treat others with respect
- Have open, honest, and timely conversations
- Solicit feedback
- Work in all capacities to meet the NEEDS of the organization; this may require working on tasks outside of your essential job functions and requirements as assigned by your supervisor, manager, or directors.