



CENTRO UNIVERSITARIO DE IDIOMAS

Plantilla de Oferta Laboral

Talent Acquisition Associate

What you'll Do

The Talent Acquisition Associate will be a key member supporting our Recruitment team in sourcing talented and suitable candidates. The TA Associate will provide support in administrative tasks and in the implementation of our recruitment initiatives.

Main functions include:

- Perform full-cycle recruiting for open positions: sourcing, interviewing, coordinating hiring process, etc
- Collaborate with the Talent Manager to understand hiring needs
- Attract top talents for specific career opportunities, using numerous sourcing channels and methodologies for continuous pipeline generation
- Build network of potential candidates through continuous market research and on-going relationship building;
- Develop and maintain a continually stocked pipeline of quality talent through various methods, including, but not limited to, networking within the community, contacting and/or visiting universities, attending local job fairs and fostering continued contact with quality candidates who may qualify for future positions.
- Utilize social media and industry forums to attract new talent.
- Provide an outstanding candidate experience, from initial introduction to onboarding
- Maintain data accuracy regarding Candidates data
- Collaborate with the implementation of recruiting program
- Collaborate in the administration of the company's benefits structure.
- Assist with additional tasks as needed
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Requirements

Formal Education

Regular student of Human Resources, Business Administration, Psychology, Translation, or related fields.

Skills

- Excellent oral and written communication skills in English and Spanish
- Strong interpersonal skills. Can do attitude
- Ability to handle multiple projects and deadlines
- Fast learner and eager to learn about new technologies and office equipment
- Attention to detail and problem solving skills
- Strong organization skills
- Demonstrates respect for and appreciation of different cultural perspectives and respects various perspectives based on and geographic differences.

Background

- At least 1 year of experience in recruitment or HR
- Skilled with modern sourcing and selection techniques



CENTRO UNIVERSITARIO DE IDIOMAS

-Rubro/Razón Social y/o logo de la empresa (excluyente algunos de estos 3 puntos):

WIN AND WINNOW SRL

-País/Provincia/Localidad:

CAPITAL FEDERAL

-Área/Subárea:

HUMAN RESOURCES

-Jerarquía (Senior/SemiSenior/Junior):

SENIOR/SEMISENIOR/JUNIOR

-Tipo de empleo (Full/Part-time):

A CONVENIR

-Vacantes (en número)

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-Requisito particular del puesto:

(Edad/Género/Lugar residencia/Experiencia mínima/Idioma/Nivel educativo)

TRABAJO REMOTO

Los interesados deberán enviar email a:

Postularse en: <https://www.winandwinnow.com/site/job-openings/>