

## **Talent Acquisition Associate**

**Reports to:** Head of Talent Acquisition

**Location:** Chesterfield, MO

### **About Us:**

Known for “Delighting the Client” through a performance-driven, innovative, and employee-centric culture, S2Tech is a fast-growing and leading-edge IT consulting company serving clients all over the United States. We are widely recognized as a leading provider of services in support of Medicaid Management Information Systems (MMIS) and related healthcare systems. (Learn more about us at [www.s2tech.com](http://www.s2tech.com))

### **Job Summary**

As a Talent Acquisition Associate, you will first complete an extensive training program that includes the following:

- Participate in training on the company, industry, and relationship management
- Learn all aspects of S2Tech’s talent acquisition processes/methodologies and gain familiarity with the recruiting management system
- Receive hands-on training and mentorship from members of the Talent Acquisition team

You will then apply all you have learned to fill certain assigned positions and meet the established team goals. Upon successful completion of Talent Acquisition training, you will become a Recruiter with full responsibilities including, but not limited to, sourcing, interviewing, assessing, qualifying, negotiating and closing candidates to fulfill current and forecasted requirements nationwide.

S2Tech expects that new members of the Talent Acquisition team will exhibit the following capabilities:

- Lead the way in personalized recruitment services by meeting and exceeding the expectations of our clients and candidates
- Be a part of a team responsible for consistently facilitating optimum results for both our clients and candidates
- Provide value and support by attracting and recruiting the best people for business
- Use interpersonal skills to build long-term relationships with consultants

### **Responsibilities:**

- Satisfactorily complete all phases of Talent Acquisition training and graduate to full Recruiter responsibilities
- Understand the clients’ needs and respond urgently by recruiting effectively and in a timely manner
- Work closely with the Business Development and Account Management staff
- Source potential candidates by utilizing job advertisements, resume databases, referrals, social media, and other resource pools
- Post job advertisements to help generate a strong candidate pool
- Utilize the recruiting management system effectively
- Present job opportunities to potential candidates and negotiate contract terms along with competitive pay rates
- Guide and coach candidates through the interview process
- Maintain relationships with new employees and build new candidate leads

**Qualifications:**

Required

- Bachelor's degree from an accredited institution
- Previous coursework and/or experience in one of the following areas: business, recruiting, psychology, or human resources
- A strong desire to build a career in talent acquisition; interested in full life cycle recruiting
- Self-motivated with a strong desire to learn
- Excellent verbal and written communication skills; must be detail-oriented
- Able to handle confidential or sensitive information
- Strong problem-solving skills with the ability to adapt
- Familiar with standard Microsoft Office tools – Word, Excel, PowerPoint, and Outlook

S2Tech is committed to hiring and retaining a diverse workforce. We are an equal opportunity employer making decisions without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or any other protected class.