



JOB TITLE: Recruiting Manager

FLSA STATUS: Exempt

REPORTS TO: Director of Talent Solutions

LOCATION: Regional

APPLICATION DUE DATE: May 24, 2024 at 5:00 PM CST and will remain posted until filled

TALENT SOLUTIONS SUMMARY:

The AccelerateMS Talent Solutions Team, in collaboration with Mississippi Community Colleges, Universities, and training providers, offers unparalleled training and recruitment solutions tailored to meet the unique needs of each client. Our recruitment solutions encompass a range of strategies, including personalized websites, advertising, and high-quality videos showcasing the distinctive job opportunities and lifestyle offerings at the company's Mississippi location. Training programs are fully customized to align with the specific operations, equipment, standards, and culture of the client's organization.

Flexibility is at the core of our approach. We collaborate closely with clients to deliver pre- and post-hire training based on their individual requirements. This ensures that the training is not only effective but also optimized for the region and the types of jobs in demand. Our job-specific training services are designed to accelerate learning using a variety of methodologies and media. From hands-on training and simulations to broadcast-quality videos, illustrated work instructions, instructor-led classroom sessions, animations, and e-learning modules, we employ the most effective tools to ensure skill acquisition.

Furthermore, we understand the importance of confidentiality. Any company-specific materials developed during the project become the property of the client, and we ensure the protection of proprietary information through a non-disclosure agreement. In addition to our recruitment and customized training services, we offer a comprehensive suite of organizational development and operational excellence training and consulting services. These offerings are designed to foster a collaborative culture, optimize individual performance, and drive productivity, ultimately enabling our clients to achieve success.

JOB SUMMARY:

The Recruiting Manager at AccelerateMS is a strategic partner responsible for developing and implementing recruiting initiatives to support economic development goals. This role involves collaborating with various employers, Community Colleges, Universities, and staffing service providers to deliver customized recruiting solutions tailored to meet the unique needs of new and expanding companies in Mississippi.

ESSENTIAL JOB FUNCTIONS:

- Partner with client companies to understand staffing needs and develop comprehensive recruitment strategies that align with their unique state.
- Initiate and cultivate relationships with businesses interested in establishing operations within Mississippi.
- Proactive outreach, attending networking events, and leveraging existing contacts to identify potential recruitment partners.
- Collaborate with companies to understand their workforce requirements, including skill sets, volume, and timelines. Conduct thorough needs assessments to ensure alignment between company needs and available workforce resources.
- Develop customized recruiting solutions to meet the specific needs of partnering companies. This will involve coordinating recruiting events.
- Recommend effective recruitment strategies and explore creative solutions to recruitment challenges of each project.
- Serve as a liaison between partnering companies and relevant stakeholders, including government agencies, educational institutions, and community organizations.
- Stay informed about labor market trends, economic developments, and workforce demands within the state.
- Collect and analyze data related to workforce supply and demand, industry trends, and economic indicators. Use data insights to inform decision-making and tailor recruitment strategies.
- Recommend marketing strategies and promotional campaign tactics to showcase the benefits of the company and region, utilizing various channels, including social media, websites, industry publications, to raise awareness and attract potential partners.
- Manage full recruitment life cycle, including job postings, candidate reviews, interview coordination, may conduct interviews and provide companies with candidate recommendations.
- Build and maintain a talent pipeline of qualified candidates for client companies.
- Source, screen, and evaluate candidates through various channels such as job boards, social media, networking, referrals, and direct sourcing techniques.
- Utilize applicant tracking systems (ATS) and other recruitment tools to effectively manage candidate data, track recruitment metrics, and generate reports.
- Prepare special reports by collecting, analyzing, and summarizing information and trends.
- Develop and maintain business relationships with external stakeholders; maintain an understanding of their current and future recruiting needs.
- Design and implement an overall recruiting strategy tailored to each project.
- Lead the development of the recruitment function and associated strategies.
- Perform other related duties as required.

KNOWLEDGE, SKILLS, & ABILITIES:

- Excellent verbal and written communication skills.
- Strong presentation skills.
- Proficiency with recruiting and applicant tracking platforms.

- Proficiency in Microsoft Office suite and related program software.
- Strong partnership skills with a proven track record of strategic planning and implementation.
- Experience in partnership management and collaboration with external stakeholders.
- Commitment to confidentiality and professionalism.
- Passion for driving economic growth and workforce development.
- Ability to work independently.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Human Resources, Business Administration, Training and Development, or a related field required.
- Minimum of 5 years' experience in talent acquisition, recruiting, or human resources function of public or private entity required.

To apply for this opportunity, please send a cover letter and resume, including the information below, to tsmith@acceleratems.org before 5:00 PM CST on May 24, 2024. AccelerateMS will review applications received at this time and will periodically review applications submitted after the deadline to identify candidates for this position.

- Name, address, telephone number, and email
- Previous positions, including titles, duties, employers, locations, and dates of employment
- Names of previous supervisors
- Specific prior experience and skills related to the job
- Brief narrative describing interest in and qualifications for the role
- Pertinent degrees, licenses, and/or certifications
- References (typically three references with contact information)