



Job Posting

Location: Headquarters - Kirkland, WA

Job title: Talent Acquisition Manager

Reports To: SVP, Human Resources

Type of Position:

Full-time, exempt

Salary:

Salary DOE

Posting Period:

Until filled

Purpose of Position:

Sourcing, attracting, recruiting, interviewing, and on-boarding employees to Wave. Prepares and executes on recruitment strategy and process, as well as actual execution of the sourcing or recruiting campaign.

Responsibilities include:

1. Work with internal teams and hiring managers to assist with recruitment efforts.
2. Assist with both external and internal hiring efforts (internal recruitment meaning assessment of employees for different or more senior roles.)
3. Develop recruitment strategy. This may include job posting optimization, recruiting marketing channel development, job board procurement, digital and non-digital employment marketing, comprehensive recruitment campaign planning, talent planning, etc...
4. Identify and source appropriate talent for current open roles within the organization
5. Identify future talent needs by proactively recruiting and sourcing
6. Develop talent pool and/or social engagements.
7. Manage the recruitment process and life-cycle, including initial assessments, interviews, and offers.
8. Counsel and positively influence candidates on corporate benefits, salary, and corporate environment.
9. Provide recruitment counsel and guidance to hiring managers and HR professionals with hiring and employment data. May need to develop specialized or competitive intelligence and research in regards to talent development or retention.
10. Use social media, job boards, Internet sourcing, and other technical means to source candidates for open jobs.
11. Develop college recruiting programs
12. Manage and guide development of corporate employment resource
13. Participate in employment events, such as career fairs
14. Roll out applicant tracking systems and other recruiting software to track applicants through the selection phase through to on-boarding.
15. Develop relationships with third party recruitment agencies and staffing firms and manage the procurement

and measurement process.

Qualifications:

- College degree or equivalent experience
- At least 7 years previous experience in high volume recruiting environment required
- Previous leadership role and/or experience required
- Effective communicator, verbal and written
- Creative thinker with strong presentation skills
- Good organizational and planning skills
- Strong Computer Skills (Outlook, Word, Excel, Power Point, Adobe)

Essential Job Functions:

- Ability to communicate effectively by telephone, correspondence, and in person
- Excellent math skills
- Ability to sit for extended periods
- Ability to frequently use repetitive motions of the wrist, hands and/or fingers
- Ability to work in a standard office environment; no hazardous or disagreeable work conditions
- Ability to operate standard office equipment, to include personal computer, telephone, copier, facsimile machine, and calculator
- Ability to stay focused and remain composed during peak periods & when dealing with challenging situations
- Must demonstrate excellent attendance & punctuality

Diverse Workforce / EEO:

WaveDivision Holdings (WDH) recognizes and strongly supports the benefits of a diverse workforce, and strives to provide a culture that recognizes the unique contributions of each of our employees. WDH requires a drug test, background check, employment, and education verification as conditions of employment. WDH is an equal opportunity employer and will consider all qualified candidates regardless of race, color, religion, national origin, gender, age, marital status, veteran status, and the presence of a non-job related handicap or disability, or any other legally protected status.

To Apply:

Candidates may submit cover letter and resume to jobs@wavebroadband.com