

Title: Talent Acquisition Specialist

Location: Uniondale (will relocate to Melville in a few months)

The Talent Acquisition Specialist is responsible for full-cycle recruiting, assisting in Professional Physical Therapy's talent acquisition strategy to meet Company objectives and business goals.

- Establishes recruiting requirements by in accordance with Professional's growth strategy and in consultation with the HR and Professional's senior leadership team. Builds applicant sources by researching and contacting colleges, employment agencies and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.
- Attracts applicant sources by utilizing community resources, colleges and universities, staffing agencies, and various internet sites; by marketing Professional in relevant communities, giving presentations at area colleges and universities, and through building and maintaining a good rapport with our applicants.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Coordinates with hiring managers to schedule applicant interviews.
- Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.
- Avoids legal challenges by understanding current legislation; enforcing regulations with managers; recommending new procedures; conducting training.

Qualifications:

- 3+ years of experience in full life-cycle recruiting demonstrating strong interviewing skills. **Healthcare industry recruiting strongly preferred.**
- BA/BS degree preferred.
- Applicant Tracking Systems (ATS) experience strongly preferred
- Strong consultative skills including the ability to persuade and negotiate.
- Must be able to execute successful and creative sourcing strategies and maintain strong professional networks.
- Experience managing multiple projects and relationships while meeting deadlines is required.
- Strong problem solving skills are required
- Must have excellent communication skills; makes clear and convincing oral presentations, listens to others and responds appropriately.
- Strong organizational and time management skills are required; must be able to manage multiple projects simultaneously.
- Must have knowledge of federal, state and local employment regulations.

Send resume with salary requirements to opportunities@professionalpt.com. Please put Talent Acquisition Specialist in the subject line.