



SEAKEEPER®

Seakeeper Inc.
 44425 Pecan Court
 Suite 151
 California, MD 20619
 Tel: +1.410.326.1590
 Fax: +1.410.326.1199

Job Title:	Talent Acquisition Specialist	Job Category:	
Department/Group:	Human Resources	Job Code/ Req#:	
Location:	California MD	Travel Required:	No
Level/Salary Range:		Position Type:	Full-time
HR Contact:	hr@seakeeper.com	Date posted:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:	N/A		
Internal posting URL:	N/A		
Applications Accepted By: Mail, E-mail or Fax			
FAX OR E-MAIL: 301-866-0249 or hr@seakeeper.com Subject Line: Talent Acquisition Specialist Attention: Sarah Hayden, HR Generalist		MAIL: Sarah Hayden Seakeeper, Inc. 44425 Pecan Ct. Suite 151 California, MD 20619	
Job Description			
<p>The Talent Acquisition Specialist is responsible for providing high-caliber candidates to hiring managers within all departments. The Talent Acquisition Specialist will provide research and sourcing, perform direct-sourcing recruiting, consult hiring managers, and provide pre-qualification support for all level of positions. This position will report directly to the Human Resources Manager.</p> <p>Responsibilities and Duties:</p> <ul style="list-style-type: none"> • Develop a working relationship with assigned hiring managers • Create an applicant pool using such resources as job boards, networking, search engines, job fairs, and other sources • Initiate direct contact with both active and passive job candidates as assigned for specific searches • Conduct pre-employment screening via phone to determine the suitability for employment of those contacted and refer those qualified to hiring managers • Coordinate pre-employment and post-hire activities including offer letter, drug screens, background checks, and new hire paperwork • May act as liaison with employment agencies and employee referral program • Compile and report on employment activity on a regular basis • Utilize and update applicant tracking system as appropriate • Other duties as assigned <p>Qualifications/Requirements</p>			



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- 1-3 years' experience in recruiting, preferably at the corporate level
- Experience in legal, ethical, and regulatory compliance issues regarding employment practices
- Experience with sourcing for a wide variety of both corporate and field positions
- Experience with reaching passive candidates through proactive recruiting
- Demonstrated time management expertise with the ability to balance multiple and competing priorities
- Experience working with HRIS systems
- Bachelor degree in Human Resources or Business preferred

Reviewed By:			
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	