



Job Detail

Director of Talent Acquisition and Retention

Dallas-Fort Worth, TX

Position Overview

Con-Real is seeking a best-in-class Director of Talent Acquisition and Retention. The Director of Talent Acquisition and Retention provides recruiting, candidate screening, onboarding and retention function for perspective and new hires. The Director of Talent Acquisition and Retention is responsible for attracting and recruiting highly qualified professionals to join and grow Con-Real to a next level organization. The Director of Talent Acquisition and Retention will serve as the forward-facing liaison between Con-Real departments and prospective candidates ensuring that an adequate number of candidates are identified and presented for each open position. The pace of new hiring will require that multiple recruitment streams are performed concurrently. While working closely with department heads and company executives, the Director of Talent Acquisition and Retention will manage all aspects of Human Resource identification utilizing media, word of mouth, professional organizations, peer organizations, and brainstorm novel approaches to obtain a superior pool of candidates for open positions. Throughout the recruitment process the Director of Talent Acquisition and Retention must exhibit the leadership skills necessary to drive communication between internal leaders and prospective candidates up to date and maintain an aggressive cadence to keep recruiting on intended pace.

Responsibilities

- Work collaboratively with the Con-Real leadership team members to create impactful, targeted, and relevant job descriptions that identify the desired characteristics of candidates.
- Provide critical thinking to guide the recruiting process to successful outcomes and overcome marketplace challenges and maintain recruiting process on track from initial job description to onboarding successful candidates to ensuring alignment with company culture and job duties.
- Conduct in-depth reviews and analysis of employment marketplace trends including salary trends and industry employment trends and provide regular reporting on these trends.
- Evaluate organization and identify and report on internal and systematic barriers that limit attraction of top talent. Work with leadership to remove or modify these barriers.
- Pivot to focus and accelerate recruitment process to meet mission critical placement needs that company may have.
- Lead drive to enhance company's social media presence including both active and passive recruiting material.
- Determine schedule, prepare timetable and activities to transform organizations recruiting to a top tier in industry standard.
- Prepare candidate status reports that track each step in the recruitment process and present them to company leadership weekly.
- Screen candidates for critical attributes including necessary and desired skills and commitment to the organization.
- Collaborate with department heads to established salary and benefit packages that consider marketplace standards, candidate expectations and company budget.
- Continuously monitor new hires for retention purposes to ensure that new hires are meshing with company culture and meeting standards of performance.

Requirements

- Bachelor's Degree in human resources, organizational behavior, business or similar area of study (Graduate Degree is preferred)
- At least 3 years on-the-job experience in a similar role
- Excellent computer skills, including proficiency with the Microsoft Office Suite is required and experience with --HR Software-- is desirable
- The ability to multitask, prioritize and strategize in different situations
- Ability to work and carry out recruiting within a stipulated time frame or deadline
- Experience transforming organizations through recruiting and staff placements

For more information, visit www.con-real.com.