

Talent Acquisition Specialist - Port Washington, NY
The NPD Group, Inc.

The NPD Group (www.npd.com), founded in 1967, provides global consumer and retail information that helps manufacturers and retailers make more informed, fact based decisions in order to optimize their business. Many of the world's most successful companies rely on us for insight on what is selling, where and why so that they can understand and leverage the latest trends.

Responsibilities:

- Sources candidates using a variety of sourcing techniques, i.e. job boards, networking groups, professional associations, referrals, etc.
- Qualifies candidates through detailed phone screens assessing skills, technical abilities, and key fit factors
- Consistently delivers candidates with hard to find skill sets
- Debriefs with hiring managers on candidate qualifications
- Partners with the HR Business Partner to structure offer package, and prepares and extends offer letters
- Ensures all candidate activity is accurately recorded in our applicant tracking system
- Prepares new-hire paperwork
- Ensures that all recruiting is conducted within legal parameters

Qualifications

- 2-5+ years experience in a recruiting capacity
- Previous experience in market research talent acquisition is highly desirable
- Heavily networked within specialized fields and current on recruitment trends
- Ability to handle multiple tasks simultaneously
- Demonstrated proficiency with applicant tracking system such as ADP's Virtual Edge
- Ability to work effectively with all levels in an organization
- Bachelor's degree

The NPD Group is an Equal Opportunity Employer.

To apply for the Specialist, Human Resources (Recruiting Specialist) opportunity, visit
<https://www.apply2jobs.com/npd/>
Job Reference #362