



## **Talent Acquisition Specialist, Part Time**

Caglia Environmental is looking for a *Talent Acquisition Specialist* to support the rapid growth of our family-owned environmental business in the Central Valley. With a base in our Fresno or Madera California offices, you will own and drive strategic, full cycle recruiting for the Family of Companies. You will partner with HR, divisional leadership, and ownership to attract, assess, and prescreen top talent in a fast paced, high growth environment, assuring a full pipeline of candidates for several key positions. This position will have a flexible work schedule and success will be measured based on providing a constant pipeline of qualified candidates.

### **Essential Functions:**

- Provide full cycle recruitment support to managers in Fresno and Madera Counties
- Forecast quarterly and annual hiring needs by department.
- Effectively and efficiently source candidates. This may include job posting optimization, recruitment marketing channel development, job board procurement, digital and non-digital employment marketing (including use of social media for recruitment), and comprehensive recruitment campaign planning.
- Develop and manage local pipeline partnerships. Represent company internally and externally at events with a goal of networking and relationship building with potential candidate communities. Organize and attend community job fairs and recruitment events. Create and maintain local talent communities for all position types. Develop college and technical college recruitment programs.
- In-depth knowledge of candidate selection and screening. Assess candidate information, including resumes and contact details.
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews.

### **Required:**

- 3 - 5 years of recruiting experience for entry positions
- Proven track record of success in high volume recruiting
- Practical experience using advanced sourcing techniques
- Solid understanding of federal and state employment law principles and laws
- Familiarity with Microsoft Office applications, like Word and Excel, as well as popular social media platforms, such as Facebook and LinkedIn, is a must.
- Excellent verbal and written communication skills
- Excellent interpersonal and presentation skills
- Ability to travel within the Central Valley
- Ability to multitask and prioritize daily workload
- Creative thinker and proactive problem solver



### **Top Candidates Have:**

- BA/BS in HR or related field or HR Certification
- Experience working in recruiting for a service industry
- Bilingual in Spanish

### **Caglia Environmental Family Culture and Benefits**

Caglia Environmental is a fast-growing, family owned solid waste and recycling company. A large percentage of our team members have been promoted to the positions they hold today.

We are always looking for outstanding team members who work with a passion for excellence, a 'can do' results-oriented attitude and a dedication to quality. Our most successful team members are hardworking, responsible, and customer-oriented individuals who are committed to improving the communities where they work.

Founded in 1971, Caglia Environmental is a *Drug Free Workplace* and an *Equal Opportunity Employer* that values and encourages diversity within the workplace. Nearly half of our workforce is comprised of women or minorities. In addition to training and recognition programs to help you succeed, we offer competitive health, dental, life and disability insurance benefits, and a generous 401(k) plan.

Please send resume to: [jobs@cagliarecycling.com](mailto:jobs@cagliarecycling.com)