



Employment Opportunity

Talent Recruitment Manager

Position Summary:

The Talent Recruitment Manager for TideSmart/EMG3 is responsible for the development and administration of a highly-regarded field staffing program. This position focuses on the recruitment of talent that represents our clients and carries out program objectives for experiential marketing campaigns nationwide. Includes both project-specific and ongoing recruitment efforts.

Secondary responsibilities include staffing administration (reference and background checks, contracting, scheduling, etc.), staffing agency relationship management and other event services assignments as necessary/directed. This job is based out of Falmouth, ME.

Key Outcomes:

- Collaborate with program managers to determine labor, talent, and skill requirements
- Develop and execute talent recruitment strategies including writing and managing job ad placement, developing RFQs for agency partners as applicable, organizing casting calls
- Budget management of staffing allocations
- Screening prospective talent including review of qualifications, phone interviews, video and/or in-person interviews, reference checks and review of online presence
- Ongoing communication with current talent pool, both active and inactive candidates
- Liaison for agency partners (scheduling, time sheet trafficking, etc.)
- Processing necessary employee paperwork to build/maintain files
- Conduct (agency) exploratory and (staff) exit interviews.
- Assist with live event communications/support when required

Skills/Knowledge/Competencies (Behaviors):

- Detail and customer service oriented
- Excellent organization skills
- Ability to handle and prioritize multiple tasks.
- Ability to work effectively in a team environment

Education/Experience:

- 3+ years of sourcing and /or recruiting experience in a professional services firm, agency, or in-house recruitment team
- Deliver against time sensitive deadlines
- Knowledge of internet and social media recruiting strategies and tools
- Bachelor's Degree with a focus in marketing or human resources preferred
- Strong written and verbal communication skills; strong interpersonal skills



- Knowledge of human resource functions to include recruitment, onboarding and HR compliance
- Knowledge of basic human resource functions a plus
- Strong background in research and sourcing, including market research, lead generation, and social media.
- Knowledge of Social Media (Twitter, LinkedIn, Facebook, etc.)
- Proficiency in Microsoft Office (Outlook, Word, PowerPoint, Excel, SharePoint, Access, MapPoint)
- Ability to work in a fast-paced, technology oriented environment.
- Strong ability to create and execute against recruiting plan. Goal oriented and results driven.
- Demonstrated ability to handle sensitive and confidential situations with tact and diplomacy.
- Keep current with employment law and recruiting regulations.

Please send resume and cover letter to: jobs@tidesmart.com

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