**Sr HR & Talent Specialist**

**Job Summary**

As a Sr. HR & Talent Specialist at Valmark Financial Group, your role is to identify, recruit, screen, and attract qualified talent for both Valmark and its clients. Additionally, you will support various Human Resources initiatives such as performance management and employee engagement.

**Essential Functions and Responsibilities:**

1. **Recruitment:**
   * Manage full-cycle recruitment, including sourcing, prescreening, scheduling interviews, conducting reference checks, onboarding, etc.
   * Manage effective sourcing and recruitment strategies in collaboration with hiring managers.
   * Maintain accurate and current applicant details within Valmark’s applicant tracking system
   * Manage contracts with job boards.
   * Stay up-to-date with industry trends and advancements in recruiting
2. **Employee Engagement/ HR Initiatives**
   * Own the annual employee engagement survey from launch to closure.
   * Manage the Valmark Buddy program.
   * Manage the employee gifting program.
   * Support the HR Director in other HR projects and initiatives.
3. **Technology**

* Provide comprehensive technology support for all HR-related systems and tools.
* Serve as the main point of contact for troubleshooting and resolving technical issues related to HR technology.
* Collaborate with the HR team to identify areas for improvement in technology usage and implement solutions.
* Assist with integration of new technology solutions into HR processes.
* Stay current with industry trends and advancements in HR technology to recommend innovative solutions.

**Core Competencies:**

* + Superior verbal and written communication skills with aptitude in conducting interviews.
  + Strong interpersonal skills with the ability to build mutually beneficial partnerships.
  + Effective teamwork and collaboration abilities
  + Excellent time management skills with a proven ability to meet deadlines.
  + Proactive and independent with the ability to take initiative.
  + Proficient with applicant-tracking software and other HR software.
  + Highly detail-oriented with strong organizational skills.
  + Ability to function well in a high-paced environment.

**Required Education and Experience:**

* Bachelor's or Associate’s Degree in Human Resources or a related field.
* 5+ years of experience working within Human Resources, Talent Acquisition, or a related department.
* Proficiency with Microsoft Office Suite.
* Member of Cleveland SHRM, or willingness to join and attend meetings.

**Preferred Education and Experience:**

* PHR, SPHR, SHRM-CP, or SHRM-SCP, or ability to obtain certification(s).
* 1-3 years of financial services industry experience.
* Experience with HRIS systems

**Physical Demands:**

This is a largely sedentary role with occasional travel. It may involve prolonged periods of sitting at a desk and repetitive motions in the hands/wrists due to consistent computer use.

**Expected Hours of Work:**

Monday through Friday, 8:30 a.m. to 5:00 p.m. Some flexibility in working hours is allowed, but the employee must work 40 hours each week to maintain full-time status. Travel outside of expected work hours required to attend conferences and seminars relevant to job responsibilities.

*Valmark reserves the right to modify, interpret, or apply this job description in any way the Company desires. This job description in no way implies this is an all-inclusive list of responsibilities to be performed by the Employee in this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will”.*