



Position: contract Talent Acquisition Coordinator

Reports to: AD, Talent Acquisition

Summary

As a key point of contact, ensure an exceptional experience for internal and external customers as it relates to managing the scheduling and administrative tasks for the Talent Acquisition team, and for the larger Human Resources team as needed. Primarily will support the Brisbane, CA and Raleigh, NC sites, as well as the London, UK site as needed.

Responsibilities include:

- Schedule phone/Skype/onsite interviews for candidates and interview teams, which includes scheduling debriefs, and reschedules. Act as host for candidate visits.
- Manage, modify, and distribute the TA reports such as the open requisition report, new-hire report, and employee referral report. Align the reports with Finance on a regular basis.
- Prepare department recruiting summaries for accurate candidate tracking.
- Act as a backup to prepare and/or proof documents such as job descriptions, job postings, offer letters.
- Help to manage the administrative process for on-boarding Aimmune's contract workforce which includes creating requisitions and contracts.
- Manage onboarding paperwork including background checks and electronic records.
- Play an active role in process improvement and streamlining for the TA function.
- Additional tasks and responsibilities will evolve along with the needs of the department.

Qualifications include:

- 4+ years of relevant experience combined with a strong interest in the overall corporate Human Resources function, and a keen interest in Talent Acquisition.
- Proven ability to handle confidential information with complete discretion and maturity.
- Strong organizational skills that reflect the ability to perform and prioritize competing tasks.
- Strong interpersonal skills and the ability to build relationships with candidates, hiring managers, and other key stakeholders.
- Excellent attention to detail.
- Excellent written and verbal communication skills.
- Highly proficient with MS Office.