

Cable & Wireless Communications Job Profile



Job Title: Talent Acquisition Manager	Work Level: Management	Reports to: Director of Human Resources
Purpose of Role: The Talent Acquisition Manager has full responsibility for attracting and acquiring talent for CWC.		
Role Dimensions		Personal Requirements for Role
Primary Accountabilities: <ul style="list-style-type: none"> Role will have responsibility for sourcing, recruiting, screening, interviewing and recommending external and/or internal candidates for all level jobs, including entry level, experienced professional/technical, IT, support staff and hourly management roles. Manage recruiting vendors and employment agencies. Develop strategies to attract candidates via internet, social media and print media Responsible for developing metric, KPI and reporting, concerning all phases of the recruitment process, including EEO statistics. Recruit from colleges, technical schools and job fairs. Responsible for On-boarding new hires, Development Planning and Succession Planning for the Miami Organization. 		Experience: <ul style="list-style-type: none"> 8 years human resources experience with at least 5+ years in HR management. SPHR or PHR certification preferred Extensive experience in staffing function creation and strong process excellence. Ability to develop creative solutions and drive effective organizational change. Experience with large, company-wide program implementation. Experience developing and managing employer branding programs. Proven track record in sourcing passive talent and executive recruiting. Working knowledge of applicant tracking systems (ATS), social media and recruiting process workflows. Proficient in Microsoft Office Excellent written and verbal communications skills.
Significant Demands: <ul style="list-style-type: none"> Maintain a high-quality service in a high volume and high deadline environment 		
Working Practices & Relationships: <ul style="list-style-type: none"> Key relationships with manager and employees at all levels Reporting to all functional heads and CEO's 		Qualifications: <ul style="list-style-type: none"> Bachelor's degree in human resources, organizational development or related field. Master's degree preferred. Key Behaviours: <ul style="list-style-type: none"> Analytical Skills Excellent attention to detail Collaborating Skills Creative Thinking Customer Relationship Management Decision Making Interpersonal Skills Interview Logical reasoning skills Negotiation Skills
People: 2 + Vendors	Financial: N/A	
Interested applicants submit resume to careers@cw.com. Please indicate the title and location of the position in the subject line of your email.		Location: Coral Gables, Miami