

## **Talent Acquisition Coordinator**

**Job Type:** Part time, apx. 20 hrs/week

3 Mo contract with option to expand hours and length of contract

**Location:** Phoenix/WFH

We're ramping for a very important client, and we need your help! This is a great flexible part-time opportunity to work with a fun and supportive team. We need a minimum of 20 hours a week and prefer morning hours due to our interaction with east coast candidates.

### **What We Do**

At Nexa Holdings, we're the frontline brand ambassadors, empowering the success of our clients' businesses. Our solutions include phone answering, live chat, text, message taking, lead generating, lead qualification, web lead response, and email services. Our values are part of everything we do:

- Integrity - Always doing the right thing, even when nobody is watching.
- Diversity - Celebrating our commitment to diversity and inclusion.
- Obsession - with the growth and success of our employees and our clients.
- Accountability - If it's meant to be it's up to me.
- Teamwork - Together, we win!

### **What You'll Do**

- Use ATS (Paylocity) to move candidates through workflow including pre-screening applications, viewing video interviews, scheduling, and conducting interviews, making offers and routing to hiring teams (as needed).
- Develop effective job descriptions and post open positions, managing changes as needed.
- Partner with hiring managers and Talent Acquisition team to understand and meet hiring needs
- Use Excel to determine and track progress against hiring goals
- Participate in other Talent Acquisition projects as needed

### **What You Need**

- Bachelor's degree (or equivalent in experience)
- 1+ years of recruiting including entry level/high volume positions
- Excellent customer service and employer marketing mindset
- Strong verbal and written communication skills

- Proficiency in Microsoft Office and Paylocity (or similar ATS)
- Ability to multitask and drive different initiatives at one time
- Motivation to embody and advocate the Nexa employer brand
- Willingness to work in the office 2-3 days a week initially
- Earlier day availability versus afternoon or evening due to interaction with East coast candidates (strongly preferred)

Find out more at [www.alertcommunications.com](http://www.alertcommunications.com) and [www.nexa.com](http://www.nexa.com).

*Nexa is a leading provider of 24/7/365 tech-enabled services to over 5,000 companies across the US through its three brands: Nexa Receptionists, Alert Communications, and MainLine Telecommunications (collectively "Nexa"). Our solutions include phone answering, live chat, text, message taking, lead generating, lead qualification, web lead response, and email services to clients in legal, healthcare, home & commercial services, real estate, property management, retail as well as other professional industries. We leverage proprietary technology to integrate into customers' software applications to help our clients expand marketing reach, increase sales, enhance customer service, and reduce costs.*

*Nexa is an Equal Employment Opportunity Employer – All applicants are welcome!*