Talent Acquisition / Recruiting Specialist – Job Description

Overview

The Talent Acquisition Specialist (T.A.S.) will be responsible for identifying and attracting Financial Representative talent to The Bulfinch Group. He/she will also work with the Director of Talent Acquisition to execute the recruiting goals for the firm in all aspects of the interview process; from sourcing, to interviewing, to closing. This role will be the face of The Bulfinch Group to the community and candidates, representing our culture and values.

The ideal T.A.S. will be proficient with multi-tasking, communicating through various mediums, maintaining candidate relationships, and cultivating multiple sources through relationship building and prospecting. The T.A.S. will report to the Director of Talent Acquisition.

Responsibilities

Recruiting

• Create and execute a recruiting plan to individually hire 8 Financial Representatives annually
• Ability to develop and prospect relationships: centers of influences, referrals, nominators, friends, colleagues, family, etc.
• Attracting candidates through impersonal sources such as:
  – College placement offices
  – Social media: LinkedIn and Facebook
  – Outplacement services
  – Job fairs
  – Career nights
• Attending networking events in various locations
• Participating in Guardian recruiting & training sessions: teleconferences, events, and study groups
• Scheduling and conducting pre-screening phone calls, and maintaining a database of potential candidates

Self Development

Continue developing facilitation and communication skills. Supplement education to improve knowledge base in the major responsibility addressed in this description.

Results Expected

Recruiting

Provide consistent flow of Financial Representative candidates that meet firm candidate profile:

• Recruit to Bulfinch Group Career Development School
• Establish strong relationships to gain introductions to potential candidates
• Consistent communication with Director of Talent Acquisition and to candidates in the recruiting pipeline
• Creation and maintenance of recruiting database
Measurement Criteria

Recruiting
Results in line with firm goal of minimum 8 recruits per year
- Adherence to Firm’s activity standards (to be detailed in compensation arrangement)
- Timely and accurate report information
- Overall recruiting results as compared to business plan

Qualification (Skills, Education, Training and Registrations)

Required

Requirements
- Bachelors Degree
- Two-Four years of recruiting experience
- Ability to manage multiple tasks simultaneously
- High energy, highly motivated individual
- Detail-focused individual
- Goal oriented
- Confident

Recommended
- Actively involved in the community
- Executive search or outsourcing experience
- Ability to ask for referrals