

# Colombia Jobs Expertini®

[Hiring] Recruiter @AI Fund

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Company: AI Fund

Location: Colombia

Category: business-and-financial-operations

Mar 15, 2024 - AI Fund is hiring a remote Recruiter. Location: Colombia.

## Who We Are:

AI Fund is a venture studio founded by Dr. Andrew Ng in 2017. Our portfolio companies utilize AI technology and applications to improve processes and efficiency. The AI Fund team combines their experiences as AI pioneers, entrepreneurs, venture capitalists, investors, and operators. We are backed by a \$176 million-dollar fund from top-tier VC firms.

## About Talentiz:

Talentiz is a Trusted Partner to the AIF Portfolio Companies to develop and execute a talent strategy that will attract and retain the best talents globally.

## What We Are Looking for:

We are looking for motivated and persistent recruiters who feel comfortable working in remote multicultural ecosystems. The ideal candidates should have an entrepreneurial mindset, looking to be challenged and be willing and open to learn more about the Silicon Valley market and talent attraction for HighTech Startups in general. Successful candidates will understand the importance of creating a positive candidate experience and be results-oriented while keeping the bar high. You will wear multiple hats including business development (sourcing and networking), quality control when screening candidates entering the recruiting pipeline, facilitating the interview process, and close offers with reasonable costs and on a quick timeline.

What You Will be Doing:

**You will work with hiring managers to identify recruiting needs.** You need to sync with the company's leadership team and hiring managers regularly to identify hiring needs and prioritize positions based on the portfolio company's goals. You will need to master the recruiting process and advise hiring managers on job market trends and compensation structure. For each portfolio company you support, you must understand their vision and their product inside and out in order to present the data in such a manner that attracts the best talents.

**You will need to ensure positive candidate experience throughout the entire interview process.** This includes things such as timely follow-up, interview scheduling, maintaining open and transparent dialogue with candidates as well as the entire hiring committee and your manager.

**Source high quality talent for all positions.** We typically are requested to find the initial founding team of a brand new startup which means quality and ability to match up skill sets and personalities to optimize team structure is critical. You will be responsible for identifying, reaching out to, and engaging talents for all functions as well as negotiate a compensation package that focuses on long term gain.

**You will recommend and execute the best recruiting strategy.** You need to know what the most effective channels are to hire for different positions. We expect the recruiter to know where the best talents congregate and find every opportunity to network with talents to get referrals and gain their trust.

**You will be able to learn and use different HR and recruiting systems to assist with managing the hiring process and recruiting funnel.** You will be responsible for using our ATS system and other scheduling and recruiting related systems including Greenhouse, Lever, HackerRank, LinkedIn and other systems. You need to assist with our recruiting committee to list any type of job posting (career page job post, LinkedIn paid job post, other social media job post) in order to advertise and promote the job. You will utilize different tools and resources to promote the job, and manage the candidates from different channels and migrate any new candidate data into Lever for tracking.

**You will be responsible to negotiate offers that focus on long-term incentives within a**

**reasonable timeline** You need to build strong relationships with promising candidates by knowing what truly motivates the candidates. In most cases, candidates who join our ecosystem focus on the opportunities instead of short term financial return. You need to identify candidates' concerns, present opportunities and involve hiring managers/executives to the closing process in the right timing to close the offer.

What you must bring:

At least 1 year of recruitment hands-on experience or senior level recruiting experience running the process from beginning to end as a full cycle recruiter.

Experience working in hi-tech startups or companies is strongly preferred.

Healthy network of high quality candidates and/or demonstrate the ability to create a network of them.

Excellent interpersonal skills; strong verbal and written communications in English.

Operational excellence. We expect you to be able to manage an efficient recruiting process - from sourcing, scheduling, screening to negotiating and closing offers - for multiple candidates simultaneously and constantly identify ways to improve the candidate experience.

Attention to detail and multi-tasking. You'll be juggling a lot of important projects at once. It will be important both to drive them forward quickly and to pay attention to the details so balls don't get dropped.

Bachelor degree from a top university. Technical degree or marketing degree is a strong plus.

Familiarity with applicant tracking systems, including Lever, is a strong plus.

Characteristics we value:

**Accountability** We commit to doing what we promise and hold the rest of the team to the same standards.

**Results-Oriented:** We have a solution-oriented mindset and continuously innovate to improve performance. We are nimble and deliver measurable outcomes effectively.

**Transparency:** We cultivate a culture of trust, emphasizing clarity and openness in our communications. This transparency empowers sound decision-making that benefits everyone we work with.

**Integrity** We operate in an environment where the truth is spoken and we respect each other by assuming positive intent in all our interactions. We are guided by our values, mission and vision to partner with our clients to further their goals as well as our own.

**Brave:** We take on challenges fearlessly, approaching each obstacle with confidence and determination. We are not afraid to ask difficult questions.

At AI Fund, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. AI Fund believes that diversity and inclusion among our employees is critical to our success as a company, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. Selection for employment is decided on the basis of qualifications, merit, and business need.

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