

## Talent Acquisition Assistant Manager-Subgerente de Adquisición de Talento

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Company: Four Seasons Hotels and Resorts

Location: Cartagena

Category: business-and-financial-operations

### **About Four Seasons:**

Four Seasons is powered by our people. We are a collective of individuals who crave to become better, to push ourselves to new heights and to treat each other as we wish to be treated in return. Our team members around the world create amazing experiences for our guests, residents, and partners through a commitment to luxury with genuine heart. We know that the best way to enable our people to deliver these exceptional guest experiences is through a world-class employee experience and company culture.

At Four Seasons, we believe in recognizing a familiar face, welcoming a new one and treating everyone we meet the way we would want to be treated ourselves. Whether you work with us, stay with us, live with us or discover with us, we believe our purpose is to create impressions that will stay with you for a lifetime. It comes from our belief that life is richer when we truly connect to the people and the world around us.

### **About the location:**

On Colombia's Caribbean coast, in the historic city of Cartagena, Four Seasons is revitalizing a collection of landmark buildings dating as far back as the 16th century. Experience the authentic charm of the Getsemaní neighbourhood, where timeless style infuses the 131 accommodations, including 27 suites. Connect to the lively social scene in four restaurants and lounges. Entertain in two ballrooms. Then unwind at the Spa, Fitness Centre and two rooftop pools. With timeless style and legendary service, Four Seasons is shaping Cartagena's new cultural focal point.

## **About the role**

Responsible for Talent Acquisition Success across property/ies, building and managing Talent Acquisition strategy, delivering Talent Acquisition Learning and Development; coaching Hiring Managers; partners with Area Talent Acquisition Manager on best practice and strategies to attract diverse talent and leverages internal/external systems and tools to drive hiring results.

## **What you will do**

Develop creative approaches to support the Talent Acquisition Roadmap in identifying and attracting qualified, diverse, active and passive candidates for open positions and future opportunities.

Identify and leverage the right internal/external systems and tools for referral generation, internet sourcing, multi-media advertising, social media, job fairs, university fairs, networking, community involvement/partnerships and third-party assistance.

Builds appropriate and meaningful relationships with University and Colleges.

Oversee full lifecycle recruiting of top tier candidates including sourcing, screening, interviewing, providing feedback/recommendations, and assisting the candidate through offer negotiations and acceptance, up to Planning Committee.

Lead Recruiter for Critical & Confidential leadership positions.

Leverage Workday to maintain accurate and well-ordered documentation on candidate pipelines and recruiting activities.

Ensure outstanding candidate experiences throughout the interview, offer, and onboarding process.

Partner and build strong relationships with business and HR leadership, hiring managers and talent acquisition team to determine business staffing needs and then develop and implement cost effective recruitment plans that minimize time-to-fill, optimize fit and retention and place top-quality, diverse candidates in open positions.

Review team performance and coaches weekly to ensure we are hitting all key talent acquisition metrics which includes time to fill.

Provide counsel to hiring managers on matters pertinent to internal mobility and external hiring to ensure adherence to established company policies and procedures, and compliance with local employment laws. Recommend, and manage local third-party vendors, headhunters, and job Boards.

Ensures the manning guide is accurate and reflects the budget for the year.

Measure and report on talent pool KPIs, including throughput, candidate experience and successful hires.

### **What you bring**

3+ years of experience in Talent Acquisition.

Excellent computer skills in Word, Excel, and Outlook

Intermediate English level.

Spanish is a must.

### **What we offer:**

- Competitive Salary, wages, and a comprehensive benefits package
- Excellent Training and Development opportunities
- Complimentary Accommodation at other Four Seasons Hotels and Resort
- Complimentary Dry Cleaning for Employee Uniforms
- Complimentary Employee Meals

### **Schedule & Hours:**

Full Time

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