

# Colombia Jobs Expertini®

## Talent Acquisition Specialist (Junior)

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Company: EMAPTA

Location: Bogotá

Category: business-and-financial-operations

### Job Description

#### Discover the Future of Hospitality: Join a Team Redefining Stay Experiences

Join the visionary team at Placemakr, where innovation meets hospitality. As a venture-backed startup reshaping the future of stay experiences, Placemakr seamlessly blends the comforts of home with the conveniences of a hotel. Imagine being part of a team that redefines the concept of "home away from home," where smart technology enhances every aspect of the guest experience.

Founded in 2017, Placemakr boasts over 240 team members and 11 properties across six cities, with more on the horizon. Recognized as one of America's top 500 startup employers by Forbes in 2022, Placemakr has earned acclaim for its innovative approach to hospitality. With a remarkable guest Net Promoter Score of 67, compared to the traditional hotel average of 41, Placemakr sets the standard for guest satisfaction.

Partnering with developers and investors, Placemakr elevates properties into versatile, flexible spaces that cater to all types of travelers. Join us in creating a smarter way to stay, where every day brings new opportunities for growth, collaboration, and innovation.

### A Preview of Your Role

Be part of our client's team as a **Talent Acquisition Specialist**, managing high-volume recruiting needs, cultivating diverse candidate pools, and ensuring a memorable candidate journey. Collaborate with stakeholders, innovate recruitment strategies, and shape the future of recruitment at Placemakr.

## **Unlock Your Potential: A Glance into Your Role as a Talent Acquisition Specialist**

Employment Type: Indefinite Term Type Contract

Shift: Monday to Friday | 8:00 am to 5:00 pm EST

Work Setup: Remote

### **Ignite Impact: Your Key Responsibilities in Shaping the Future of Hospitality**

Support requisitions across diverse stakeholders spanning multiple business units including sales, operations, guest experience, engineering, property operations and leadership, real estate, and analytics, encompassing positions from entry level to management.

Cultivate and nurture networks to establish a robust pool of high-caliber, diverse candidates, both active and passive, across all levels and functions.

Manage the end-to-end recruitment process, from scheduling and conducting interviews to ensuring a memorable candidate journey.

Maintain ongoing communication with hiring managers to evaluate the efficacy of recruitment strategies and partnership alignment.

Utilize innovative sourcing techniques and platforms such as Indeed and LinkedIn to identify and engage top talent.

Collaborate on the development of tools and initiatives to enhance our recruiting endeavors, including employer branding activities and interview methodologies.

Partner closely with peers, People Experience (HR) counterparts, and business leaders to devise and execute recruitment strategies that drive organizational success.

Serve as a recruitment subject matter expert, providing insights into hiring trends and market dynamics in startup, hospitality, and tech sectors across North America and globally.

Adapt to additional duties and responsibilities as required. Join us in shaping the future of recruitment at Placemakr!

## Requirements

### Fuel Your Success: Essential Skills and Qualifications for Thriving in Hospitality

#### Recruitment

Demonstrated experience autonomously managing high-volume recruiting needs for non-exempt service-focused roles as well as specialized corporate and technical (maintenance/engineering) roles.

Expert knowledge in sourcing for exceptional passive and active candidates through a variety of resources, including in-person recruiting, professional networks (LinkedIn, Indeed, etc.), and referrals.

Familiarity with one or more applicant tracking systems (we use Lever!).

Ability to develop, improve, and implement recruiting processes and strategies.

Exceptional relationship building and interpersonal skills centered around empathy and collaboration, enabling a deep understanding of hiring manager and candidate needs.

Unbeatable written and verbal communication skills that are clear, direct, and inspire trust.

Effective multitasking with a sense of urgency in an ambiguous, dynamic environment, embracing changes as they arise.

Propensity for taking initiative and ownership while operating with a high level of independence, rigor, and creativity.

Consistent maintenance of a high level of confidentiality.

Comfortable utilizing talent acquisition expertise and communication skills to inspire and influence the organization to action.

Embody our Community Norms: You Own It. You Make It Better. You Treat People Right. Join us in making a difference at Placemakr!

Education:

Psychology or related.

#### Tech Stack:

**Applicant Tracking System (ATS):** Lever, as mentioned in the job description, is the ATS used. Familiarity with Lever or a similar system is essential for managing the end-to-end recruitment process.

**Professional Networking Platforms:** Proficiency in utilizing platforms like LinkedIn for sourcing and engaging with passive and active candidates. Understanding how to leverage networks to build and maintain a pool of high-quality candidates is crucial.

**Job Boards:** Utilizing job boards such as Indeed for posting job openings and actively searching for potential candidates.

**Communication Tools:** Efficient use of communication tools for scheduling and conducting interviews. This could include email, video conferencing tools, and other communication platforms.

**Employer Branding Tools:** Involvement in building and implementing employer branding initiatives. This might involve using tools or platforms to enhance the company's image as an employer of choice.

**Collaboration Tools:** Working closely with peers, HR partners, and business leaders may involve using collaboration tools such as Slack, Microsoft Teams, or other project management tools.

**Data Analytics Tools:** Depending on the organization's requirements, familiarity with tools that help in analyzing recruitment data and metrics for continuous improvement.

**Training and Development Platforms:** If the role includes training and mentoring other team members, having access to training platforms or materials to facilitate team development.

#### **Benefits**

## **Dive into Rewards: Enjoy the Perks of Being Part of the Placemakr Team**

Remote work with connectivity allowance

Prepaid medicine coverage

Prime office locations in Bogotá and Medellín

Direct exposure to diverse clientele

5 extra days of vacation leave with monetization option

Career growth opportunities with Emapta Academy upskilling

Enjoy a supportive and inclusive work environment

### **Welcome to Emapta Colombia!**

At Emapta, you're not just joining an industry-leading outsourcing provider; you're becoming part of a community that celebrates the rich cultural tapestry of Colombia. Our track record of success and diverse international clientele across various industries provide a solid foundation for your career. With over 700 global partners preferring to open remote jobs in the country, our vision is to help you and thousands more Colombians reach your full potential and dreams without the need to leave the country and work abroad.

Join forces with passionate professionals who share the desire to make a meaningful impact through premium global opportunities, all at your fingertips. Emapta isn't just a company; it's a community that values the balance between work and life. Start a truly exciting journey with us and discover how your talent can flourish in a setting that celebrates the spirit of Latin America.

#EmaptaExperience

### **Requirements**

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roles. Expert knowledge in sourcing for exceptional passive and active candidates through a variety of resources, including in-person recruiting, professional networks (LinkedIn, Indeed, etc.), and referrals. Familiarity with one or more applicant tracking systems (we use Lever!). Ability to develop, improve, and implement recruiting processes and strategies. Exceptional relationship building and interpersonal skills centered around empathy and collaboration, enabling a deep understanding of hiring manager and candidate needs. Unbeatable written and verbal communication skills that are clear, direct, and inspire trust. Effective multitasking with a sense of urgency in an ambiguous, dynamic environment, embracing changes as they arise. Propensity for taking initiative and ownership while operating with a high level of independence, rigor, and creativity. Consistent maintenance of a high level of confidentiality. Comfortable utilizing talent acquisition expertise and communication skills to inspire and influence the organization to action. Embody our Community Norms: You Own It. You Make It Better. You Treat People Right. Join us in making a difference at Placemakr! Education: Psychology or related. Tech Stack: Applicant Tracking System (ATS): Lever, as mentioned in the job description, is the ATS used. Familiarity with Lever or a similar system is essential for managing the end-to-end recruitment process. Professional Networking Platforms: Proficiency in utilizing platforms like LinkedIn for sourcing and engaging with passive and active candidates. Understanding how to leverage networks to build and maintain a pool of high-quality candidates is crucial. Job Boards: Utilizing job boards such as Indeed for posting job openings and actively searching for potential candidates. Communication Tools: Efficient use of communication tools for scheduling and conducting interviews. This could include email, video conferencing tools, and other communication platforms. Employer Branding Tools: Involvement in building and implementing employer branding initiatives. This might involve using tools or platforms to enhance the company's image as an employer of choice. Collaboration Tools: Working closely with peers, HR partners, and business leaders may involve using collaboration tools such as Slack, Microsoft Teams, or other project management tools. Data Analytics Tools: Depending on the organization's requirements, familiarity with tools that help in analyzing recruitment data and metrics for continuous improvement. Training and Development Platforms: If the role includes training and mentoring other team members, having access to training platforms or materials to facilitate team development.

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