

Colombia Jobs Expertini®

Talent Sourcer

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Company: Sur

Location: Bogotá

Category: business-and-financial-operations

We are seeking a highly motivated Talent Sourcer to join our dynamic HR team and spearhead the initial phase of our recruitment process. As a Talent Sourcer, you will employ diverse channels to actively seek potential candidates, engage with passive candidates, and cultivate talent pipelines for future hiring requirements. If you possess strong networking abilities, a knack for sourcing on social media platforms, and a passion for exploring various roles, we would love to connect with you. Ultimately, you will play a pivotal role in identifying our hiring needs and ensuring our vacancies are filled with exceptional candidates who align with our organization's vision and goals.

Responsibilities

Interact with potential candidates on social media and professional networks (e.g. LinkedIn, Slack and Github)

Craft and send recruiting emails

Coordinate with hiring managers to determine position requirements

Identify qualified candidate profiles using various sourcing techniques (e.g. Boolean search)

Develop talent pipelines for future hiring needs

Measure conversion rates, including numbers of passive candidates who turn into applicants, get invited to interviews, get offers and get hired

Ask for referrals from current employees and external networks

Promote our employer brand online and offline

Maintain candidate databases (e.g. via our Applicant Tracking System)

Communicate with past applicants regarding new job opportunities

Requirements

Proven work experience as a Talent Sourcer or similar role

Hands-on experience with sourcing techniques (e.g. recruiting on social platforms and crafting Boolean search strings)

Familiarity with HR databases, Applicant Tracking Systems (ATSs) and Candidate Management Systems (CMSs)

Solid verbal and written communication skills

Ability to positively present our company and open roles to potential candidates

Effective time-management abilities

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