

POSITION: Senior Talent Acquisition Partner/Sourcer (Exempt)

SALARY: \$72,652.00 - \$112,550.00 Annually

OPENING DATE: 01/14/22

CLOSING DATE: 01/29/22 11:00 PM

GENERAL INFORMATION:

The Port of Portland connects people and passengers with the world, drives economic growth, and improves our region's quality of life. We operate airports, marine terminals and industrial properties within the Portland Metro Area. This is a senior-level position responsible for sourcing active and passive candidates, building candidate pipelines, and providing the highest level of Talent Acquisition consulting services. We are looking for a highly organized, collaborative professional, experienced with various HR programs who will serve as a brand ambassador as part of a cohesive team. If you are an experienced Talent Acquisition professional, with sourcing and social media savvy and who shares our passion for being equitable and inclusive, then this may be the job you've been looking for!

The Port of Portland is committed to ensuring the health and safety of our employees and community. As part of this commitment, all Port employees are required to be fully vaccinated against COVID-19 or have an approved medical or religious exception and accommodation as a condition of employment. **Candidates must provide proof of vaccination or have an approved exception and accommodation prior to beginning work at the Port.**

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

Build a continuous candidate pipeline and create leads to hire qualified passive and non-passive candidates:

- Utilize various sourcing methods including but not limited to: internet searches, job boards, networking, social media including LinkedIn, Facebook, Tick Tok, and Instagram.
- Connect with professional associations/organizations, college alumni associations, community partners and diversity sourcing search firms.
- Work in partnership with Marketing to build employment brand and tell the Port employment story.
- Maintain accurate and well-ordered documentation and database of candidates, searches, hiring manager interactions for present and future utilization.

Work collaboratively with managers to provide full life-cycle talent acquisition:

- Administer policies for relocation and hiring incentives serving as a key contact with internal Port staff and external agencies.
- Collaborate with other HR program areas and staff (Benefits, Compensation, HRIC-Payroll, etc.) and affected departments outside of Human Resources to develop, administer and disseminate information to clients as it relates to their talent acquisition needs.
- Work closely with the Manager of Talent Acquisition to identify and recommend opportunities for improving candidate experience and hiring manager touch points.

Provide expertise and recommend new strategies and/or processes for recruiting and retention in underutilized job categories:

- Find opportunities to enhance interest in skilled trade careers with underrepresented groups (female, black, indigenous and people of color).
- Coordinate with outside partners and agencies to increase Port participation in skilled trades job fairs and/or skilled trades awareness activities.
- Participate in enhancement of tools or processes for job shadows, stretch assignments and professional developmental opportunities.

Coordinate Port-wide temporary staffing/payroll services and contract administration:

- Work with agency staff on establishing temporary assignments.
- Monitor duration of contract staff assignments to ensure compliance with Port guidelines.
- Serve as project manager or lead for coordination and facilitation of RFPs associated with temporary staffing services.

MINIMUM REQUIREMENTS/SKILLS AND ABILITIES:

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business or related field is preferred; or, the equivalent combination of education and/or relevant experience.
- Minimum of five (5) years of progressive professional level experience in human resources working in a recruitment and staffing role is required.
- Experience sourcing within social media platforms is highly preferred.
- Advanced knowledge of the following is required:
 - Pertinent federal and state employment laws and Affirmative Action hiring practices.
 - Equal Employment Opportunity compliance requirements.
 - Candidate sourcing methods, tools, and techniques.
 - Talent acquisition best practices.
- Working knowledge of the following is preferred:
 - NeoGov applicant tracking system (ATS)
 - Oregon Pay Equity Act requirements.
 - Oregon BOLI employment laws including Veterans Preference in public employment.
 - Compensation and benefits programs.

SKILLS AND ABILITIES:

- Demonstrate commitment to valuing differences among individuals and passion for being equitable and inclusive.
- Proven success sourcing candidates and building candidate pipelines.
- Skilled at successfully negotiating and communicating salary and benefit information.
- Demonstrated proficiency with Outlook calendar function, MS Word, Excel, SharePoint and report builder functions within Applicant Tracking Systems.
- Willing to promote safety as a guiding principle and as a regular practice in accomplishing work.

Ability to:

- Work collaboratively and respectfully with Port managers and entire HR team.
- Successfully balance priorities with a heavy workload and multiple clients.
- Assess people and gauge qualifications and chemistry of candidates for individual positions.
- Influence at all levels of the organization and know when to engage manager.
- Make sound decisions in the absence of specific direction.

ADDITIONAL INFORMATION:

- Safety: The Port promotes safety as a guiding principle and practice in accomplishing work by complying with safety and health policies and procedures and consistently seeking improvements that support operational excellence.
- Diversity and Inclusion: At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.

- EEO/Affirmative Action Policy Statement: The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.
- Veterans Preference: Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- Background Checks and Drug Testing: The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other safety-sensitive positions.
- ADA Accommodation: Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that they need an accommodation should contact Human Resources at 503.415.6000

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.portofportland.com/Careers>

Position #01378
SENIOR TALENT ACQUISITION PARTNER/SOURCER (EXEMPT)
LS

7200 NE Airport Way
Portland, OR 97218
503-415-6000

Senior Talent Acquisition Partner/Sourcer (Exempt) Supplemental Questionnaire

* 1. Do you have at least 5 years of full cycle recruiting experience?

Yes No

* 2. Please list the social media/sourcing tools that you have had the most success with?

* 3. Please list the Applicant Tracking Systems you have utilized.

* Required Question