



Recruiting & Retention Manager

Under the direction of the Chief Financial Officer/Chief Operating Officer, the manager is responsible for directing and managing the Firm's human resources functions in the areas of recruiting and hiring of Firm staff and retention initiatives for all MST office locations.

Recruiting and Hiring Responsibilities include:

- Working closely with appropriate personnel in order to develop or maintain effective and successful recruitment strategies and processes.
- Interacting with PIC's or hiring managers regarding all openings and candidate status.
- Responsible for ongoing sourcing and screening of entry-level and experienced candidates.
- Conducting candidate interviews and organizing final candidate selection processes and communications.
- Extending offers of employment to candidates after compensation approvals provided by PIC/CFO/COO.
- Performing administrative tasks including, preparing candidate correspondence, employment agreements, processing internal referral bonuses, and initiating background investigations through vendor, and other projects as necessary.
- Planning, execution, and participation in campus recruiting events including Career Fairs, CPA informational events, and other related Campus activities. Maintain ongoing contact with key campus career center contacts and faculty members
- Responsible for planning of recruiting-related collateral and "giveaway" selection inventories.
- Conducting follow-up surveys for recruits who accept and decline offers.
- Ensuring appropriate records and statistical reports covering recruitment and hiring activity are maintained.
- Insure the Firm is in compliance with all federal, state and local regulations in hiring policies and procedures.

Retention Responsibilities:

- Provide liaison assistance in the on-boarding process for new employees.
- Work with appropriate personnel to recommend, develop, or maintain retention initiatives.
- Work with or manage appropriate personnel to develop or maintain new employee orientation programs, performance management programs, and training programs. staff.

Requirements:

- Bachelor's Degree preferred or equivalent combination of relevant education and experience.
- 2+ years of related recruiting experience preferred or the equivalent combination of education and relevant experience within a professional services environment.
- Must have dependable transportation with ability to travel throughout Georgia/Southeast region.
- Ability to communicate effectively and professionally when delivering and gathering information, to project positive company image and to attract candidates.
- Proficient in MS Office, Word, Excel, PowerPoint, Outlook, and Intranet Search Sites.

Work Conditions

- Involves work in the firm's office locations or campuses. Home office will be located at the Atlanta location.

Our compensation is competitive and is based on qualification and experience. In addition to a truly pleasant work environment, we provide comprehensive benefit packages and continuous training.

Send resume via email to careers@mstiller.com with **HR Recruiting Manager**

Moore Stephens Tiller is an Equal Opportunity Employer.

The Firm's management has the right to revise this job description at any time and is not intended as a contract for employment.