



Job Title: Talent Acquisition
Reporting to: BBVA Account Manager

As a Talent Acquisition Specialist at BBVA, you will be responsible for sourcing, recruiting, and hiring top talent to meet the business needs of the company and its clients. You will work closely with hiring managers to understand job requirements, create job descriptions, and conduct interviews to identify and recruit high-quality candidates. Your role is crucial in ensuring the best candidates are selected to help the business grow.

Expectations:

- Manage the full recruitment cycle from job posting to candidate placement.
- Work closely with hiring managers to understand job requirements and align candidate profiles.
- Maintain confidentiality and professionalism throughout the hiring process.
- Stay updated on best practices in recruitment and talent acquisition.

Duties and Responsibilities:

- Develop and post job descriptions for open positions across various platforms.
- Source and engage with passive and active candidates using job boards, social media, and networking.
- Screen resumes, conduct phone interviews, and evaluate candidates for job-fit.
- Schedule and coordinate interviews with hiring managers and candidates.
- Assist with the onboarding process once candidates are hired, ensuring a smooth transition.
- Build a strong talent pipeline by cultivating relationships with potential candidates.
- Track and manage all candidate information within the CRM and recruitment software.
- Ensure a positive candidate experience by keeping them informed throughout the hiring process.

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📍 Pennsylvania, USA



BEYOND BUSINESS

VIRTUAL ASSISTANTS

Deliverables:

- Timely and accurate scheduling and coordination of interviews.
- A pipeline of qualified candidates for open positions.
- Positive feedback from candidates regarding the hiring experience.
- Successful placements that meet the needs of the company and clients.

Communications/Interactions with BBVA and the Client:

- VA Manager (VA Admin Lead) – daily
- VA Team – weekly or as needed
- Hiring Managers – daily for job requirements and interview scheduling
- Candidates – as needed during the recruitment process
- Clients – as needed for recruitment progress and updates

Knowledge/Skills:

- Proven experience in talent acquisition or recruitment, preferably in a virtual or remote setting.
- Strong understanding of recruitment processes, best practices, and tools.
- Excellent communication skills, both written and verbal, with a professional and courteous demeanor.
- Proficiency in using recruitment software and CRM systems.
- Strong organizational skills, with the ability to manage multiple candidates and job openings.
- Ability to work independently and meet deadlines in a fast-paced environment.
- Strong problem-solving skills and the ability to assess candidate qualifications effectively.

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