



Job Title: TALENT SOURCING SPECIALIST – ARCHITECTURAL FIRM

Reports To: Designated Supervisor

Classification: At-will; Exempt

ABOUT AO:

WE are better together.

Here at AO you're not just a number, you're family. We believe in casual Fridays, company sponsored events, annual holiday parties, picnics, bowling and more. As the host of Toastmasters International, we seek to expand one's confidence in public speaking, leadership and teamwork while providing both professional and personal growth. With collaborative work spaces and driven coworkers AO welcomes creativity, learning, and lasting relationships.

Since its founding in 1974, AO has evolved from a 2 man single office to an award winning full service firm spanning a campus of 5 buildings in Orange and additional offices in San Diego and Santa Clara, an engaged staff of 270+ souls and 12 Studios (Multifamily, Retail, Hospitality, Restaurant, Mixed Use, Office, Industrial, Parking, Landscape, Modular, Science and Technology and Global Design). Just like Historic Old Towne Orange where we are located, AO is family focused, hardworking and built to last. AO believes in the power of relationship. Everything we do is motivated by what it takes to be effective and successful for our clients. We value service, our people, a roll up your sleeves attitude and continuous improvement. If you are young in your career, come grow with us. If experienced, come get better with us. There is no one like you, and there is no place like AO.

A NOTE FROM US:

At AO we are always on the lookout for exceptional talent looking to join our organization.

SUMMARY: AO is seeking a motivated and enthusiastic talent sourcing specialist to join our team. If you're a grinder and love finding that needle in the haystack, we have the right opportunity for you!

As part of a collaborative organization, this position requires the simultaneous management of various projects and responsibilities aimed at sourcing the best (and often hard to find) talent out there while upholding the company brand as you will be the first impression for many.

Below is a list of the core expectations and the duties and responsibilities associated with this role.

Core Expectations

The job can be up to 100% remote.

This individual must:

- Possess a solid understanding of the online recruiting landscape and social media and be skilled with online tools such as:
 - LinkedIn Recruiter
 - Indeed/Glassdoor
 - And others....
- Be well versed in utilizing an ATS or ATS Module within an HRIS (we use Paycom)
- Be proactive, love good recordkeeping and enjoy streamlining processes
- Practice discretion

An understanding of Professional Service Firms in general, Architectural specifically, is a huge plus but if you are a gifted at sourcing talent we know you'll learn what we are looking for in no time.

Duties and Responsibilities

- Manage the development, maintenance and management of all job requisitions and postings
- Manage the sourcing and candidate lifecycle in Paycom
- Manage Effective Multi-Channel Communications, both Internal and External
 - Manage candidate sourcing related social media, email and website activity
 - Keep job boards up to date and our jobs at the top of pages
- Work with hiring managers to develop the most productive wording in job postings

Skills Required

- Strategic and creative thinker who can develop and execute ideas
- Excellent oral, written, and verbal skills in the English language; second language a plus
- Excellent organizational and communication skills
- Positive attitude and can-do personality
- Proactive self-starter with strong time management skills
- Dynamic team player

BENEFITS:

We offer all the benefits of a big firm, with all the human connection of a small one. You will never be a number at AO. Come join our community.

Partial list of benefits:

- Full Suite of Medical, Dental, Life & Supplemental Insurance
- Ongoing Education and Exam Reimbursement
- Most Medical Plans fully paid for employee only coverage
- Company Paid Basic Life Insurance & Long Term Disability
- Retirement Plan, Health Savings and Flexible Spending Accounts
- Overtime Compensation for Hourly Employees
- Paid Vacation, Holidays and Sick Time
- Flexible Schedule
- Rail Station one block from campus with participation in tax-benefited Metrolink rider program

HOW TO SUBMIT YOUR RESUME:

Please apply directly through our Website at www.aoarchitects.com

Or copy and paste the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=E03D692347E20995CF41277C3DF4D75A>