**JOB DESCRIPTION**

Purpose:

The Talent Acquisition Partner will create and implement recruiting strategies, conduct activity & efforts for their assigned positions, as well as manage a national college recruiting initiative. Primary responsibilities include developing and executing specific sourcing strategies to meet short and long term goals across corporate function roles. This position is accountable for sourcing and selection of Manager+ level roles in Finance, HR, Marketing, Supply Chain, IT, Legal, etc. This position is responsible to build relationships with internal hiring managers, field and corporate based Human Resource team members including National Recruiting as well as industry contacts and sourcing contacts.

Job Responsibilities:

- Develop and lead the execution of innovative and cost-effective recruiting plans; ideally by being involved in the local Providence labor market area.

- Constant communication and coordination with hiring managers to ensure needs are being met and gaps are being filled.

- Understand market conditions for targeted sources.

- Build effective relationships with external recruiting sources. Work to improve the effectiveness of all sources.

- Enthusiastically and accurately depict UNFI, our cultural, values and develop an associate advocacy program.

- Manage UNFI's recruiting social networking presence.

- Own candidate follow-up from screen to acceptance.

- Develop a national internship program that is scalable.

- Understand the details of the specific roles, compensation, benefits, and other topics essential to effective recruitment.

- Measure source effectiveness and develop actions for specific recruiting improvement.
• Know the direct competitors in the market and what job opportunities they have available including benefits, salaries, etc.

• Source, contact, qualify and interview students, and transitioning military veterans.

• Attends recruiting events relevant to developing a talent pipeline for UNFI corporate roles.

• Follows UNFI recruiting processes and utilizes the applicant tracking system as specified

• Leads diversity recruiting initiatives and adheres to the Affirmative Action Plan in place for the specified location.

• Partners with National Recruiting on national contracts, systems, branding, recruiting budget and expenditure.

• Willing to travel as needed.

• Other duties as assigned.

3 TO 5 KEY SKILL SETS REQUIRED

Job Requirements:

EDUCATION/CERTIFICATION:
• High School Diploma with commensurate recruiting experience
• Bachelor’s Degree preferred

EXPERIENCE:
• 3+ Years high volume corporate function recruiting experience required
• Executive recruiting experience preferred
• Experience with automated Applicant Tracking Systems (SilkRoad preferred)
• OFCCP – Affirmative Action Plans
• System Implementation Preferred

KNOWLEDGE:
• Broad knowledge of corporate functional roles, manager level and above.
• Persuasive communication skills, with an eye toward creating a positive impression of the company and the staffing service
• Social Media recruiting knowledge required: Twitter, LinkedIn, Facebook, Glassdoor

SKILLS/ABILITIES:
• Ability to coordinate and manage complex events and schedules
• Able to produce results in a matrixed environment
• Detail, process and metric oriented
• Strong sales and negotiating experience
• Experience with competency based Interviewing
• Extremely self-motivated, goal oriented
• Creates credibility by delivering on their commitments
• Team player
• Customer service focused

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status. UNFI is an EO employer – M/F/Veteran/Disability. VEVRAA Federal Contractor.