



## Talent Acquisition / Recruiting Specialist

### **Overview:**

The Talent Acquisition Specialist (TAS) will be responsible for identifying and attracting Financial Representative (FR) talent to The Bulfinch Group. He/she will work with the Director of Talent Acquisition to execute the recruiting (sourcing, interviewing and closing) goals for the firm. The TAS will be the face of The Bulfinch Group to the community and candidates, representing our culture and values.

### **Responsibilities of the TAS will include:**

- Creating and executing a recruiting plan to achieve hiring goal;
- Developing, prospecting and maintaining relationships;
- Attracting candidates through interpersonal sources;
- Attending networking events in various locations;
- Setting an attainable goal of FRs to individually hire annually;
- Participating in Guardian Life's recruiting and training sessions;
- Scheduling and conducting pre-screen phone calls and interviews with candidates;
- Maintaining a database of potential candidates.

### **An ideal TAS candidate:**

- Has a Bachelor's Degree;
- Has a minimum of two (2) years of recruiting experience, or related undergraduate study;
- Is an effective multitasker;
- Is a highly motivated, goal-oriented, detail-focused and confident individual;
- Is a hunter;
- Is looking for a collaborative culture to work within;
- Is interested in long-term growth opportunities.

For more information, please email Gina Christiano at [ginachristiano@bulfinchgroup.com](mailto:ginachristiano@bulfinchgroup.com), including your resume for review.