**Get to Know Us:**  Enterprise Bank is a local community bank with a diverse and inspiring culture where we put our team members and relationships first. We have been honored as one of the “Top Places to Work” multiple times. Operating from a sense of purpose, our positive and supportive culture encourages our team members to trust, respect, and care for each other as a family and strive for excellence in all we do.

**Our DEI Value Statement:**At Enterprise Bank, people and relationships come first.  We encourage and foster a culture of diversity, equity, and inclusion, where everyone feels valued and respected. We are committed to a caring workplace that recognizes the importance of making a meaningful, positive difference in the lives of our team members, customers, and communities.

**What You’ll Do:**Enterprise Bank has an exciting opportunity in our Human Resources Department! We are looking for a full time, hybrid Talent Acquisition Specialist to join our Talent Management team! The Talent Acquisition Specialist is responsible for delivering all facets of talent acquisition and on-boarding. The Talent Acquisition Specialist functions as a partner with Bank operational managers / supervisors and HR Business Partners to create and hire potential active and passive talent for current and future employment opportunities. The Talent Acquisition Specialist is responsible for developing and implementing robust recruitment plans and utilizing heavy direct sourcing and social networking to deliver highly qualified candidates in a timely manner. This position operates with a high level of independent judgement.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

* Drives the full recruitment cycle in partnership with hiring managers and HRBP’s; this includes creating a proactive and diverse sourcing strategy, planning, developing, and implementing a recruitment strategy, directly sourcing talent, conducting preliminary assessments, managing competency-based interviews, and facilitating final assessment stages as needed to ensure an inclusive and equitable hiring process. Writes creative and enticing employment advertisements to attract candidates.
* Works with hiring managers to ensure job requirements and expectations are clearly understood and candidates are assessed against appropriate criteria and sends them necessary interview questions and selection criteria. Accurately targets desired skill set and behaviors through behavioral based interviewing.
* Researches passive team member groups on social media platforms and promotes the Bank through relevant professional organizations and association memberships. Leverages the tools associated with passive recruitment sourcing to create pipeline for operations and branch team members.
* Engages passive candidates for open and future positions within the bank and ensures an impressive candidate experience thorough communication and timely feedback, as well as interviewer preparedness and effective interview format.
* Networks with academic institutions, degree programs and outplacement firms. Coordinates college recruiting initiatives, attends career fairs and identifies opportunities for community outreach.
* Interfaces regularly with HRBP’s and Learning and Talent Manager on key metrics and insights on the recruiting pipeline. Analyzes and reports on trends on recruiting and discusses strategies to attract more candidates with HRBP’s and Learning and Talent Manager.
* Works collaboratively with HR Operations, HRBP’s and hiring managers to ensure that position descriptions are current and accurate reflections of positions before posting.
* Makes recommendations to hiring managers on appropriate compensation levels based on candidate experience, market and equity.
* Stays current on recruitment trends and enacts a recruitment strategy on such trends.
* Sends out open job postings to Constant Contact of current opportunities to non-profit listing.
* Primary contact for staffing agencies and educational institutions for placement of applicants in temporary or regular positions as well as contract negotiations with staffing agencies. Reviews and reconciles temporary staffing bills.
* Works with HRBP to identify new hire buddy. Coordinates New Hire responsibilities / letter prior to the new team member starting. Responsible for providing and communicating the appropriate onboarding paperwork and creating individual onboarding schedules when needed.
* Writes new hire blogs and shares with HR Operations for weekly HR Team Changes Announcement on eSource.
* Trains hiring managers on the use of the ATS in UKG, as necessary. Subject Matter expert for Onboarding Module within Ulti.

**Benefits:** We encourage every team member at Enterprise to lead a healthy and balanced life. We offer generous paid time-off programs, exceptional Tuition Assistance, College Loan Repayment, Wellness programs, Employee Resource Groups, opportunities to assist in your community as well as health, dental and life insurance coverage and a generous 401(k) match.

**Requirements:** Bachelor's degree in Business Administration or Human Resources Management from a four-year college and university and a minimum of five years of directly relatable experience or equivalent combination of education and experience.

Enterprise Bank is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. EOE M/F/Disabled/Vet.

**To Apply:**[**https://recruiting.ultipro.com/ENT1004EBTC/JobBoard/d35f4f40-a12d-47c1-a696-a55ef179d6ad/Opportunity/OpportunityDetail?opportunityId=788a193e-b2ba-4b2c-9228-ac84edb8815e**](https://recruiting.ultipro.com/ENT1004EBTC/JobBoard/d35f4f40-a12d-47c1-a696-a55ef179d6ad/Opportunity/OpportunityDetail?opportunityId=788a193e-b2ba-4b2c-9228-ac84edb8815e)

**Kim Larsen, SHRM-CP**

(She/Her/Hers)

*AVP, Senior Human Resources Business Partner*

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Recognized as a **Top Place to Work for 10 Straight Years: 2012 – 2021***By The Boston Globe*