



**Title:**

Team Manager, Talent Acquisition/Retention Manager

**Summary:**

The Team Manager will be responsible for helping Choice One grow our team by attracting, recruiting, interviewing, and on-boarding employees (full time and co-ops) into the organization. Additionally, this person will ensure Choice One continues to position itself as the top Civil Engineering firm in the region and nation to work for.

**Employment Status:**

Part Time (4) five hour days

**Ideal Candidate:**

Someone with recruitment experience who has also worked in HR and whose definition of a fulfilling life includes reduced working hours.

**Responsibilities:**

The main responsibility for this role is to ensure Choice One is operating at the appropriate staffing levels for all offices and positions. Other ancillary responsibilities include:

Develop and carry out recruiting, on-boarding, and retention strategies.

Exploit and articulate Choice One's key differentiators, reputation, and services to attract quality candidates.

Build positive candidate experiences.

Develop relationships with sourcing generators, i.e. colleges, high schools, industry associations, etc.

Attend recruitment events such as career fairs and presentations.

Manage job shadows and their experience while at Choice One.

Retains relationships with previous job shadows and co-ops.

Maintain and manage social media accounts to generate leads.

Produce job postings and advertisements for open positions.

Reviews applications and progresses the application through Choice One appropriately.

**West Central Ohio**  
440 E. Hoewisher Rd.  
Sidney, OH 45365  
937.497.0200 Phone

**S. Ohio/N. Kentucky**  
203 W. Loveland Ave.  
Loveland, OH 45140  
513.239.8554 Phone

**Eastern Indiana**  
607 N. Meridian St.  
Portland, IN 47371  
260.766.2500 Phone



Performs “off-boarding” co-op evaluations prior to their return to school.

Organize and lead the on-boarding process for both new and existing employees.

Stay current with recruitment and employment trends within the industry.

Provide annual review of employee benefits to ensure Choice One remains ahead of the competition.

Manage personnel files and new employee paperwork.

**Skills/Abilities:**

This person is an evaluator who should be able to recognize the right people who possess the appropriate mix of skills, abilities, and experiences to be successful at Choice One. They understand that leadership, passion, and capability often outshine specific technical skills. They won't wait for the lead to come to them; they will approach the lead and they won't let talent slip away to the competition. To be successful at this, we believe the Team Manager will:

Have excellent communication skills by being able to listen and request clarification from potential and existing employees.

Be able to speak clearly and persuasively in positive or negative situations.

Respond well to questions.

Demonstrate group presentation skills.

Be able to provide out of the box solutions and be comfortable being different in a crowd.

Can connect even the smallest contribution to the larger picture.

**Outcomes:**

When successful the Team Manager will:

- Meet company strategic employee count numbers
- Reduce the time to fill a position to less than 2 months
- Reduce the cost to hire an employee to less than 5% of their salary
- Have a 90% acceptance rate from new hires.
- Maintain a 0% voluntary turnover and less than .5% involuntary.
- Have no Labor Law compliance issues reported.

**Previous Experience:**

A bachelor's degree from a four year college, preferably in human resources or marketing.

3+ years' experience in a related field or similar position is preferred.