

Wipfli, LLP is currently seeking candidates for the role of **Talent Acquisition Specialist** to support our Western offices. Under the direction of the Senior Manager for Talent Acquisition, this professional serves as a strategic business partner in the recruitment, interviewing, and selection of professionals for the firm, and helps develop and execute the strategy surrounding recruiting, in accordance with company policies and procedures.

Responsibilities

- Partner with firm leadership to identify anticipated and current staffing needs for experienced positions and develop the appropriate recruitment strategy to fulfill the needs on a timely basis.
- Utilize Applicant Tracking System (iCIMS) to source, screen and document recruitment activities for metric tracking and affirmative action reporting.
- Leverage online recruiting resources, recent market developments, social media and other business resources to build talent pipeline.
- Source actively for qualified candidates for current and anticipated job openings. Screen and refer candidates for additional interviews with others in organization. Develop and maintain networks of contacts to help identify and source qualified candidates.
- Review applications and interview candidates to assess work history, education, training, job skills, and salary requirements in relation to position, and to provide information about the firm.
- Represent Wipfli on campus by attending career fairs and other recruiting events to build the pipeline of entry-level candidates
- Develop key campus recruiting strategies and implement programs to increase awareness of Wipfli at designated schools
- Partner with Talent & Culture teammates to coordinate interviews and employment offers to applicants, process offer letters, conduct reference checks and maintain affirmative action documentation.
- Prepare and place job advertising with various media. Utilize Internet online recruiting sources to identify and recruit candidates.

Qualifications

- Bachelors degree in business administration, human resources management, or related field.
- 3-5 years of prior experience in recruitment role, preferably in a professional services or corporate environment.
- Experience in a professional services, high volume, multi-site recruitment environment as part of a virtual team.
- Ability to plan, prioritize, and organize work effectively, as well as work on several open requisitions simultaneously.
- Experience with various sourcing strategies in a recruitment environment, including; social media, direct sourcing, networking, referrals, professional associations and alumni groups.
- Strong technical aptitude and experience with social media tools such as LinkedIn, Twitter, Facebook and other related recruiting websites.
- Proficient in Word, Excel, Outlook and the use of standalone recruitment search engines.
- Must be open to approximately 15-20% overnight travel as required

If interested and qualified, apply at www.wipfli.com/careers

Position Title: Talent Acquisition Specialist

Company: Wipfli LLP

Link to Posting: [**Talent Acquisition Specialist**](#)