Talent Acquisition Specialist

Are you looking for an amazing workplace where you can put your skills to work while enjoying an amazing culture, where employees are happy, employees are developing, and the team is performing at super high levels? If so, please read on and apply!

At Ecovative Design, we are expanding our team across several disciplines. We need you to help us accomplish this expansion by sourcing and engaging with highly qualified, amazing talent to join our team! Ecovative’s Talent Acquisition specialist joins an amazing People team responsible for full cycle recruitment. This will be achieved through the development and support of strategic recruiting plans and employing traditional and creative sourcing strategies and resources. The Talent Acquisition Specialist will play a critical role in ensuring we continue to hire high performing talent.

Ecovative is a company creating next generation materials through mycelium biofabrication. We create better materials for everyday needs. We are working to develop technologies from mycelium that solve important problems, like animal agricultural and plastic pollution. Our founders are TED talk alumni and have been recognized as innovative entrepreneurs on the Forbes 30 Under 30 list. Our work has been featured in The New York Times, Fast Company, Wired, Forbes and on CNN.

Ecovative’s Talent Acquisition Specialist Will:

- Collaborate on hiring plans, forecasting, and recruitment strategies to meet the growth demands of Ecovative.
- Develop job postings to post on all relevant platforms.
- Develop technical and behavioral interview questions.
- Source high potential candidates for all open positions assigned.
- Screen resumes and facilitate the pre-screen interview process.
- Organize all recruitment efforts through spreadsheets, shared tools, and applicant tracking tools.
- Ensure engagement and confidence in the recruitment and selection process through collaboration with stakeholders and recommending training where applicable.
- Identify new recruitment sources to increase applicant flow and strive for a diverse applicant pool.
- Strategize different ways to build talent pipelines and execute tactical research, referral generation, events, and sourcing campaigns.
- Partner with Marketing to review our external visibility and profiles to continuously improve our positive visibility.
• Attend recruitment fairs at colleges or related organizations, as necessary or directed.
• Develop recruiting metrics that not only track performance but help diagnose problems and determine proactive actions.

Minimum Qualifications:

• Bachelor’s degree in Human Resources or related field preferred.
• Biotech, biology, and/or agriculture recruitment experience preferred.
• Minimum of three years of high volume sourcing / recruitment experience.
• Experience designing value-add interview questions based on the role and where it exists in the organization.
• Must be trained in behavioral-based interview question development.
• Must have excellent interpersonal, communication, team building and decision-making skills.
• Must be self-motivated and flexible, results oriented in a fast-paced environment, and able to work with little supervision.
• Experience building sourcing strategies.
• Must have demonstrated proactive customer service approach and flexibility in meeting staffing needs.
• Technology proficiency in a variety of recruiting tools and administrative applications such as in Microsoft Office, Google suite, Dropbox, applicant tracking software, job boards, social media, and related web-based recruiting.
• Demonstrated competence in verbal, written, organizational and prioritization skills.
• Demonstrate passion and excitement about Ecovative Design.
• Comfortability working remotely or on-site as needed.