

About the Job

Loopback Analytics is hiring a Talent Acquisition & Employee Engagement Specialist responsible for finding, recruiting and onboarding new talent to support the delivery of SaaS solutions for academic medical centers and health system clients. He/she will recruit new talent, maintain and manage an applicant tracking system, and manage a robust onboarding & training program for all new hires. The candidate will be responsible for facilitating employee engagement through formalized mentorship and training programs for employees' professional and personal growth; reward and recognition programs to acknowledge employee achievements; and employee appreciation events and activities to support Loopback's collaborative and engaging corporate culture.

Duties to Include

- Analyze job postings and external job boards to ensure branding and postings will attract top talent;
- Manage an Applicant Tracking System (ATS) to ensure steady candidate flow
- Partner with hiring managers and HR staff as necessary for scheduling interviews, providing assessment results and obtaining feedback from interviews
- Track recruitment sources and hiring effectiveness
- Manage strategy for sourcing and recruiting
- Assist with offer letters, scheduling of pre-employment checks and other onboarding tasks as needed
- Provide a welcoming onboarding process for new hires
- Assist in preparation of new employee orientation, new hire packets and material distribution to staff
- Facilitate formalized mentorship and training programs for employee groups such as interns, new hires, etc.
- Assist in development of employee reward and recognition programs
- Assist in the planning and coordination of employee events and activities

Requirements

Personal Characteristics:

- Excellent verbal and written communication skills: concise, articulate and confident
- Solutions oriented
- Ability to diagnose an issue and offer corrective efforts through effective communication and efficient execution
- Exceptional time management, organizational, prioritization and follow-up skills
- High priority on data integrity, security and confidentiality
- High level of accuracy and attention to detail
- Excellent computer skills with MS Suites with an emphasis on advanced levels of Excel and Power Point
- Ability to build strong working relationships with all levels of personnel
- Cooperative team player with the ability to work independently
- Fun, innovative and creative

Requirements:

- Bachelors degree in business, human resources, marketing, communication preferred; will consider a combination of education and experience;
- 1-3 years of recruiting, sourcing and and/or talent acquisition experience
- Familiarity with HR databases, applicant tracking systems and candidate management systems
- Experience with job boards and social media recruiting
- Experience with Human Resource Information Systems (HRIS)
- SHRM certification or Talent Acquisition Specialty Credential, a plus
- Ability to maintain sensitive and confidential information as required by government standards and company policies

Preferred Experience:

- Experience with talent acquisition with a fast-growing SaaS company

Work Location/Travel:

- Hybrid work environment (remote and corporate office)
- Minimal travel, if any

Contact

Rated as one of the best places to work in Dallas by the DBJ, Loopback Analytics is a leading provider of data-driven solutions for hospitals and health systems. The company's comprehensive analytics platform drives growth for specialty and ambulatory pharmacy programs while connecting pharmacy activities with clinical and economic outcomes. Loopback's clients include leading academic medical centers and health systems. For more information about Loopback Analytics, please visit our website at www.loopbackanalytics.com.

This employer will not sponsor applicants for employment visa status (e.g., H1-B) for this position. All applicants must be currently authorized to work in the United States on a full-time basis.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. For immediate full-time consideration, please forward your resume via email to careers@loopbackanalytics.com.