

Job Description for Talent Acquisition Specialist – Human Resources and Recruitment

Job Status: Exempt, Full Time

Reports to: Manager, Talent Acquisition

The Company

Gray Matter Analytics is a rapidly growing early-stage company headquartered in Chicago, with offices in New York. Gray Matter Analytics Value-Based Care (VBC) Analytics Solutions provide value in three distinct ways.

- We partner with customers to deliver tailored solutions to optimize value-based care performance through our advisory and implementation services.
- We leverage a catalog of measure calculations and advanced analytic models, together with predictive insights to accelerate value through our business solution accelerators.
- Our solutions are delivered using our cloud-native, highly configurable CoreTechs® engine.

We transform healthcare organizations into data and insights-driven enterprises. We bring the right insights to the right stakeholder at the right time to improve decision making and outcomes, and lower cost, improve quality and enhance VBC performance.

Essential Job Functions

- Support candidates throughout all stages of the application and hiring process and ensure a signature candidate experience
- Build and manage relationships with internal stakeholders and business leaders to understand hiring forecasts and critical recruiting priorities
- Deliver comprehensive support and consultation to business hiring groups in full life cycle recruitment process
- Drive recruiting activity for aligned client groups for their technical professional hiring needs
- Assist in shaping sourcing strategies and developing future talent pipelines
- Participate in diversity recruiting strategies to attract a diverse workforce to Gray Matter Analytics by hiring talented people of varied backgrounds, experiences and styles
- Develop effective strategies and methods to meet or exceed key recruiting performance metrics
- Set high recruitment standards and expectations to ensure operational excellence and compliance

Qualifications & Desired Skills

- Minimum of two years of experience in recruitment or talent acquisition

- Bachelor's Degree in Administration, Human Resources, or relevant field
- Proficient in use of social media and job boards
- Willingness to understand duties and competencies of different roles
- Foundational knowledge of Applicant Tracking System (ATS) and databases
- Excellent communicator

Gray Matter Analytics is an Equal Opportunity Employer. Gray Matter Analytics does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.