# 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.