

Talent Acquisition and Management Manager

Salary: \$35 to \$65/hour

Type: Part-Time/Contract

Full Job Description

Point-of-Care Partners (POCP) has an opening for a team member to both recruit additional top-notch talent (both full-time and free-lance) as well as manage databases of experience/skillset of existing employees and subcontractors for a management consulting firm/pharma marketing agency on the leading edge of the transformation of healthcare in the US. This is a remote, contract position for a unique company that has had a distributed/virtual workforce since it was founded in 2003. This workforce is the combination of employees and subcontractors all working remotely under a robust infrastructure and family friendly, supportive culture. The career path for this growing company will be to full-time, and then HR, marketing or account services.

The Role

The **Talent Acquisition and Management Manager** will begin as contract or fractional (~20 hrs/week initially). You will assume responsibility for the organization's efforts to recruit new distributed/virtual team members and manage a bench of domain experts in different healthcare IT subject matters and free-lancer writers, editors and designers experienced in working for pharma marketing agencies. More specifically, you will:

- Be a thought partner with leaders to establish plans, define strategies and deliver solutions that redefine the way we recruit a wide range of talent;
- Use a combination of recruiting techniques to define, design, implement and drive recruitment strategies for a variety of roles;
- Manage communications with candidates, including introductory phone screening, interview preparation, process overview, setting expectations, post-offer communications, closing and offer letter review;
- Partner closely with hiring managers to understand the position(s) requirements and subsequently write and modify job descriptions to ensure they accurately portray the position(s);
- Act as an advocate for both POCP and the candidate(s) throughout the hiring process, establishing regular touch points and providing diligent follow-through resulting in a best-in-class candidate and experience;
- Consistently develop and maintain a proactive pipeline of potential candidates for future opportunities in various engineering and environment disciplines;
- Preside over and participate in an on-boarding process which involves company overview, discussions with key employees, identifying a buddy;
- Create or recommend acquisition of a talent management or applicant tracking system.

As a contract/fractional employee, you will report directly to POCP's CEO & Managing Partner, working closely with the business manager, CFO, Marketing Lead, Account Directors and domain leads.

Qualifications

The ideal candidate will have experience acquiring talent, both full-time and free-lance, and managing talent, ideally for a pharmaceutical advertising agency.

To be qualified for this position, you must have:

- 3+ years of recruiting and or talent management experience
- Advertising experience a plus
- Pharmaceutical advertising agency experience ideal
- Proficiency with MS Office Suite (Word, Excel, PowerPoint)
- Familiarity and comfort-level using SharePoint, MS Teams and other collaboration software

Why work at POCP:

- Culture, Culture, Culture! POCP is an innovative, results-driven organization in the nexus of the transformation of healthcare.
- You want to make a difference! POCP is on a mission to improve patient care by advising our clients on the strategic use health information technology.
- You're not crazy about commuting or you love hanging out with your dog all day long. Since its founding in 2003, POCP has had a distributed workforce (before COVID19 – when it was novel); as people move back into the office, POCP will still be virtual
- We offer a competitive salary, bonus structure, path to equity and 401k match program that is vested on day one!

Next steps in process:

- Resume review
- Phone screen
- Manager phone/Zoom interview
- Panel Zoom interview

Who We Are

Point-of-Care Partners is a growing management consultancy/pharma marketing agency (uniquely focused on EHRs/health IT) that is on a mission to transform healthcare and improve patient care through advising our clients on the strategic use health information technology. We are proud of our reputation of making a difference by helping companies put patients first, operate more efficiently, improve revenue and reach, and help make our healthcare system more affordable. We provide market intelligence, business and product strategy, program, product and project management and education to a who's who of healthcare stakeholders.

Our firm has a deep bench of fulltime and freelance domain experts that provide consulting services to pharmaceutical manufacturers and healthcare organizations on electronic health records (EHRs) and a range of other technology issues critical to both business performance and improving care outcomes in healthcare. In our 18-year history, we've grown revenue an average of 20%/year through successfully guiding our clients through the sometimes-turbulent waters of health information technology.

A virtual company with a distributed workforce (even before the pandemic), all Point-of-Care Partners employees and subcontractors work remotely via a robust infrastructure that supports this model. We are committed to work-life balance and offer a flexible and collaborative work environment, career development and growth opportunities. If you like working with a smart, fun, knowledgeable, deeply curious, supportive, high-performing team, you'll fit right in at Point-of-Care Partners.

Submit your resume and hourly rate requirements to careers@pocp.com