

TALENT SCOUT

ABOUT POET

At POET, it is our mission to be good stewards of the Earth by converting renewable resources to energy and other valuable goods as effectively as humanly possible. For over thirty years our drive and passion to change the world has enabled us to become the largest producer and marketer of biofuels in the world.

JOB SUMMARY

POET is a unique company. We aim every day to be world class in all that we do. Taking care of and supporting our team members is no exception. That is why we refer to our Human Resources team as the CARE Team. CARE stands for Culture, Attitude and Achievement, Rewards and Recognition, and Engagement.

The Talent Scout works with POET's CARE team and leaders to identify future talent acquisition needs and develop world-class strategies to proactively source and attract the best talent. We consider prospective applicants to be our customers with the Talent Scout playing a critical role in prospective applicant communication, building a pipeline of candidates for key roles across the POET footprint, and championing POET's employment brand in the communities we do business. The Talent Scout is a proactive, outgoing, customer-service and sales oriented person who can talk to anyone about anything. The Talent Scout's key role is to get passive applicants excited to begin the next chapter of their careers with POET!

This role reports to the Talent Strategy Manager and works closely with our Talent Acquisition Partners, Talent Development, People and Culture Partner, Benefits, and Payroll teams within the CARE Team.

TYPICAL TALENT SCOUT ACTIVITIES

- Conduct a high volume of effective cold/warm calls to engage prospective team members and passive applicants to meet productivity and conversion goals.
- Successfully bridge a relationship between the prospective team members with POET's Talent Acquisition Partners to engage in the recruitment process where applicable.

- Coordinate proactive informational interviews and job shadows with POET leaders to engage prospective team members.
- Research and source qualified candidates for POET's forecasted key talent needs.
- Document and track prospective applicants and relevant communication using iCIMS ATS.
- Research market drivers affecting POET's talent acquisition capabilities and opportunities.
- Research, identify, and coordinate POET presence at relevant networking opportunities (professional associations, career fairs, etc.) to build POET's employment brand. Personally attend networking events on behalf of POET, and/or mentor delegates to represent POET's employment brand effectively.
- Collaborate with POET's Marketing and Communications team to promote POET's employment brand as an employer of choice and create employment advertisements using a variety of media channels. Develop marketing strategies to support POET's Talent Acquisition goals.
- Assist with special projects and cross-functional CARE team strategic initiatives as assigned.
- Partner with Talent Acquisition Partners and People and Culture Partners to forecast future recruitment needs.
- Stay informed of Talent Development opportunities at POET for current team members to pursue advancement or lateral transitions within the organization. Collaborate on training initiatives that relate to talent acquisition.
- Collaborate with CARE team members to develop and support the onboarding process of all new POET team members, participating in on-boarding initiatives as assigned.

A commitment to yourself, your team, and the company

- Lead by example in upholding the highest level of integrity, honesty, ethical behavior and maintain confidentiality in the organization.
- Maintain appropriate documentation aligned with POET's record retention policy and relevant laws and regulations.
- Foster a culture of safe behavior and environmental compliance at all times.
- Maintain a team environment at all times and champion POET in the community.
- Since we're all about teamwork and getting the job done, your skill may be put to a lot of other uses!

STRENGTHS OF A SUCCESSFUL CANDIDATE

- 3+ years of relevant prospecting experience required, preferably in a talent acquisition capacity.
- Bachelor's Degree or equivalent relevant work experience is required.
- Displays initiative, drive, and creative problem solving.
- Proven skills in client relationship building, critical thinking, and verbal/written communications. Ability to present, train, influence, and negotiate.
- Outstanding service orientation; sense of urgency; high-level of personal integrity.
- Ability to work well under pressure and flexible in adapting and responding to changing situations.
- Highly organized with superb time management skills. Demonstrated ability to manage and complete projects within expected time frame.
- Enthusiastic and outgoing who can persevere through rejection.
- Demonstrated practice of a high level of confidentiality.
- Knowledge of UltiPro, iCIMS or other HRIS and ATS systems.
- Knowledge in Microsoft Office Suite and the ability and willingness to learn new software applications.

BONUS POINTS

- Facilitation and training experience with large and small group meetings.
- Experience working within manufacturing and professional engineering industry.

WORK ENVIRONMENT

- Culture is king at POET. We're all on the same team. We always communicate. And we park our egos at the door. These aren't just slogans on our walls. It's our code.
- This position is largely self-directed and requires a thorough understanding of company policy, procedures, and values. Team members will be required to adhere to all safety requirements at all times and in all work environments. This position operates in office environment.
- Travel, with some overnight stays, is required. It likely averages 30-40% of your time.

FLSA Status: Exempt
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