



## The Opportunity

vChief is looking for a full-time Recruitment Manager to join its Talent team to manage and iterate on our current recruitment and onboarding systems, processes, and programs to drive them to the next level. As a Recruitment Manager, you will manage talent systems and processes that facilitate an inclusive and seamless candidate experience, and own the proactive sourcing strategy to cultivate a strong, diverse talent pipeline that meets our clients' wide range of needs. The position provides an exciting opportunity to gain insight into the fast-paced world of growing an organization that is fully remote and highly flexible, and help build upon vChief's early success to drive our business to the next level.

## Our Organization

Founded in 2016, vChief is a young, but established and successful company providing virtual chief of staff support to busy executives on a part-time or interim basis. We recruit, select and vet chief of staff consultants and match them with CEOs and other senior leaders who need a right-hand partner. Leaders opt into a monthly level of service to meet their needs, which is provided by one of our contracted chiefs of staff. These chiefs of staff will help CEOs take things off their plate so the CEO can focus their efforts where they will have the most impact. They do things like supporting a CEO's communications and meeting follow-up, managing projects, creating systems and processes to improve efficiency, planning meetings and events, hiring, budget development, and more. We've had great success with our clients to date, with 98% indicating they would recommend vChief to a friend or colleague. Now we are looking to share these services with more CEOs in more industries.

## Responsibilities

*Responsibilities include, but are not limited to:*

- Manage a portfolio of applicants through vChief's application and onboarding processes to identify strong, diverse talent and ensure a seamless candidate experience
- Screen vChief applications to identify strong potential chiefs, conduct outreach and hold first round interviews with all applicants; track and manage ongoing communication with candidates to shepherd through the application process
- Source prospective applicants using a range of innovative sourcing strategies that build diverse pools of qualified talent
- Identify and implement recommendations to improve recruitment processes and strategies to screen applicants to continue fostering inclusive experiences and diverse pools
- Conduct data analysis and managing all recruitment systems to determine effectiveness of sourcing and overall pool quality
- Organize and manage logistical coordination for candidates as they continue through the application process and coordinate with fellow vChief Talent team members as needed to ensure a seamless candidate experience
- Support vChief's matching process by reviewing matching requests from the Business Development team to identify candidates and recent hires who align to opportunities; coordinate with candidates as needed to expedite candidates where needed
- Support with other Talent Acquisition duties as needed



## **Education and Experience**

- Bachelor's degree preferred
- At least 2-3 years of HR/recruitment experience strongly preferred
- Experience working with organizational systems (e.g. Excel, Google Drive, Copper) preferred

## **Knowledge, Skills, and Abilities**

- Commitment to achieving ambitious team goals
- Interested and comfortable working in rapidly growing, fast-paced startup environment
- Extremely strong organizational skills including detail-orientation
- Ability to prioritize and juggle multiple projects with accuracy and precision
- Passion for equity, inclusion, and diversity in the workplace with an interest in building a virtual, highly flexible workplace of the future
- Strong judgment and the ability to understand the motivations of others and make connections
- Strong written and oral communication skills
- Fluency in Microsoft Word, Excel, and Google Drive
- Comfort working with databases to analyze data and manage information
- You personally exemplify vChief's core values: excellence, integrity, and servant leadership

## **Compensation**

Compensation for this role is \$55,000-\$70,000 depending on experience. The Manager will also be eligible for vChief benefits including a four day work week, a work from home stipend, reimbursement for healthcare premiums, unlimited vacation (with set minimums), retirement savings and more!

## **Anti-discrimination policy and commitment to diversity**

vChief seeks individuals of all ethnic and racial backgrounds to apply for this position; we are committed to maximizing the diversity of our organization.

This job description reflects vChief's assignment of essential functions and qualifications of the role. Nothing in this herein restricts management's right to assign, reassign, or eliminate duties and responsibilities to this role at any time.