Populist
Cleaning Co

making life better through quality partnering

Position Profile- Talent Acquisition Assistant

Reports to: Director of HR & IT

Skills and Competencies:

- Demonstrates excellent listening and communication skills.
- Strong interpersonal skills.
- Consistently follows through on commitments.
- Exhibits high-level intelligence, including emotional, critical, and analytical thinking.
- Possesses exceptional organizational and planning abilities.
- Demonstrates strong self-motivation and the ability to work independently.
- Ability to build relationships.
- Strong attention to detail.
- Able to manage multiple priorities.
- Strategic thinking in sourcing and talent pipeline development.
- Working knowledge of HR procedures, industry norms, and relevant regulations.
- Strong documentation and process-tracking skills.
- Proficient in Microsoft Office Suite, Google Docs and Sheets, Adobe Acrobat Standard, Zoom, and Teams.

Common tasks include but are not limited to:

- Coordinate with hiring managers to identify staffing needs.
- Source and screen applicants.
- Introduce applicants to Populist's culture and Core Values.
- Communicate background check requirements and hiring process steps.
- Attend and support recruitment events and job fairs.
- Maintain and update employee records and databases.
- Onboard and offboard employees from platforms and systems.
- Perform HR administrative tasks.

Education, Certifications and/or Experience:

- High School Diploma.
- Valid Driver's License.
- 2–3 years of experience in talent acquisition or a similar role.
- Experience with full-cycle recruitment.
- Experience with applicant tracking systems.

Work Environment:

- Work will be primarily on-site and include some options to work from home. This is not a remote position.