



**UIBS**

3941 Southeastern Way, Suite A  
West Columbia, SC 29169  
(803) 915 – 7890 | info@uibsa.com

**Job Title:** Talent Acquisition & HR Specialist

**Job Type:** Full-Time, on-site, exempt

**Job Location:** Clarksville, TN

**Salary:** \$50,000 ~ \$85,000

**Job Description:**

We are seeking a talented Talent Acquisition Specialist to join our HR team! This position will be responsible for leading our full-cycle recruitment efforts to secure top talent in various fields such as manufacturing, engineering, construction, HR, and other fields. You'll develop innovative sourcing strategies, conduct screenings and interviews, and ultimately place high-quality candidates that meet our current and future requirements. Your expertise will support our growth by ensuring we have a diverse and skilled workforce.

**Your duties will include:**

- Lead end-to-end recruitment processes, from identifying needs to making offers, ensuring a smooth and positive experience for candidates
- Proactively source resumes and profiles through various platforms such as Indeed, LinkedIn, and other professional networks to identify top candidates
- Act as a recruitment advisor within the company, guiding on best practices and effective strategies for sourcing candidates in specialized fields
- Leverage a variety of sourcing methods, including social media, professional networks, job fairs, and direct outreach to build a dynamic candidate pipeline
- Collaborate closely with department leads, managers, or executives to understand specific job requirements and develop targeted recruitment promotions
- Organize and participate in job fairs and recruitment events to engage with potential candidates and promote our company as an employer of choice
- Foster a diverse talent pool, aligning recruitment practices with our commitment to diversity and inclusion
- Stay updated on industry trends and adjust recruitment strategies accordingly to maintain competitiveness and attract top talent



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- Take on additional recruiting responsibilities as needed, demonstrating flexibility and a proactive approach to support our team

**Your qualifications are as follows:**

- Bachelor's degree in Human Resources, Business Administration, or a relevant field; equivalent experience in recruiting or human resource fields
- 0-2 years of experience in talent acquisition, with a proven track record of successful placements in manufacturing, engineering, IT, or industrial construction fields
- SHRM-CP, PHR certification, or equivalent HR certification is highly preferred
- Advanced proficiency in Microsoft Office and utilizing job boards such as LinkedIn, Indeed, and others
- Ability to efficiently multitask and prioritize in a dynamic, deadline-driven environment
- Strong analytical skills, excellent communication abilities, and a team-oriented mindset
- **Fluent in Korean is highly preferred**

**Your benefits are as follows:**

- Medical, Dental, and Vision insurance
- Life insurance
- 401K matching
- Relocation Assistant
- Paid holidays
- Annual bonuses based on performance
- Visa Sponsorship
- Complimentary office snacks and drinks
- Additional benefits