

Recruitment Specialist

Job Description

Mia Aesthetics is a plastic surgery clinic with locations in Miami, FL and Austin, TX. The brand's vision is based on the idea that being beautiful and saving money are two realities that can exist simultaneously. With a growing, top-tier staff of plastic surgeons and over 15,000 satisfied patients, Mia Aesthetics guides patients from the first step of an instant online consultation all the way to post-operative care, making gorgeous plastic surgery an achievable dream for anyone and everyone.

Position Summary

Mia Aesthetics is looking for an experienced and personable recruitment specialist to recruit and retain the best talent.

Essential Duties and Responsibilities

- Create and publish job ads in various portals
- Screen resumes and job applications
- Conduct phone screens to identify qualified candidates
- Identify and leverage recruiting channels that tap into resourceful talent pools (i.e. local job fairs, universities, gorilla marketing)
- Collaborate with hiring managers to set qualification criteria for future employees
- Train and advise hiring managers on interviewing techniques and assessment methods
- Interview candidates in-person for a wide range of roles (junior, senior and executive)
- Track hiring metrics including time-to-hire, time-to-fill and source of hire
- Host and participate in job fairs
- Maintain a database of potential candidates for future job openings
- Build and report quarterly and annual hiring plans
- Other duties as assigned

Qualifications and Requirements

- Proficient on Mac and Google Suite
- Excellent verbal and written communication skills
- Proactive, highly organized and detailed oriented
- Bachelor's degree in business management, human resources management or similar
- Bilingual: Fluent in English and Spanish

Mia Aesthetics is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status. All applicants must be eligible to work in the United States.

Job Type: Full-time

Apply online: <https://miaaesthetics.com/careers/>