

Who we are:

NEXA | EAM, founded in 2015 in Ireland, began with just one client and one employee. Today, we are a trusted advisor to leading companies in the Life Sciences industry around the world with a growing team of over 100 employees. Our team of understanding, talented professionals create value for leading Life Sciences companies by focusing on the delivery of Asset Management solutions to enable world-class production. Our commitment to achieving excellence helps our clients accelerate the delivery of life-changing products to market. We achieve this through our people, who are always our highest priority. Are you ready to join a growing team that values your contributions, development, and wellness?

Here's what you'll get:

- Work Life Balance.
- Work from home flexibility.
- Never a dull moment! - Exposure to diverse projects with collaborative teams.
- A work environment that is both rewarding and challenging.
- Successful training program to acclimate you in your new role & continued learning, including tuition reimbursement and weekly dedicated time towards development.
- Competitive Full-Time Benefits including Paid Time Off, Health, Retirement, Education & more!
- In-person and virtual social gatherings and events.

NEXA | EAM is searching for:

A full-time, HR Recruitment Specialist I to support our company staffing needs. This is a remote position with occasional travel for recruitment or employee engagement purposes. You will report directly to a NEXA | EAM, Sr. HR Recruitment Specialist. This role will offer a competitive base salary and an attractive commission.

About the job:

- Build exceptional talent pipelines across various role types and locations.
- Increase our Company Brand and Employee Value Proposition (EVP) awareness through job fairs, social media, and other outside-of-the-box mediums.
- Identify un-tapped talent pools. This involves building relationships and/ or partnering with educational institutions and other organizations to target their community's talent.
- Conduct research on the job market and use the attained information to differentiate our recruitment practices from other employers.
- Work closely with the NEXA Leadership Team to support current and future recruitment, retention and succession planning needs.
- Attracting, sourcing, screening, assessing, interviewing, and hiring candidates. This includes sourcing passive candidates via social media, networking, and industry searches.
- Support the NEXA HR team in driving the full recruitment life cycle and attracting the best industry talent.
- Proactively recommend and drive process improvements that impact candidate identification, tracking and engagement.
- Prepare attractive job descriptions and other recruitment materials, such as jobs ads and flyers.
- Develop, maintain, and communicate recruitment reports as required.

NEXA | EAM

95 W. Court St.
Doylestown, PA, 18901 | +1 267-935-9183
nexaeam.com

- Utilize our Applicant Tracking System to manage jobs, applications, and candidates.
- Assist with other areas as required.

We are looking for people with:

- Associates, bachelor's degree, or trade certification in HR, Business, or a related field.
- In the absence of the above, 1-3 years of Recruitment or HR experience.
- Self-motivation and a passion for People and Sales.
- Excellent written and verbal communication skills.
- Must be comfortable and confident in their ability to recruit senior level Engineers and Specialists.
- Strong computer skills including advanced proficiency in MS Office, specifically MS Excel. Strong interpersonal, organizational, and communication skills.

Desirable:

- Experience recruiting in a fast-paced, Consulting or Technical staffing model.
- Experience with Applicant Tracking Systems.
- Experience with social media, communication, and marketing.

You will be a match if you are:

- Understanding of your client's and colleague's needs.
- Willing to operate the NEXA way, every day, by showing relentless drive in ensuring success.
- Attentive to detail and believe passionately in "Right First Time."
- Proactive in everything you do.
- An advocate of continuous improvement, which is vital to continued success.
- Adaptable and flexible to meet client and project needs.

If this sounds like you, apply today!

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Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.