



## **TALENT ACQUISITION SPECIALIST**

Department: Human Resources  
Unit: 5030  
Level: 7, Exempt

Supervisor: Assistant Director, People  
Experience  
Supervises: None

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### **Purpose:**

The Talent Acquisition Specialist manages full-cycle recruiting for union, administrative, and management positions at Massport. This role partners with hiring managers, budget teams, and key stakeholders to deliver an effective, compliant, and seamless recruitment process. Responsibilities include sourcing diverse talent, coordinating pre-employment screenings, facilitating interviews, managing offers, and overseeing onboarding while ensuring a high-quality experience for both candidates and managers.

The Specialist also supports strategic recruitment initiatives, partners with key stakeholders such as Diversity, Equity & Inclusion/Compliance and Labor Relations, as well as contributes to talent acquisition projects. By building organizational knowledge, fostering trusted relationships, and collaborating across HR, the Specialist helps advance recruitment practices and align hiring with Massport's long-term talent goals.

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## **ESSENTIAL TASKS OF THE JOB**

### **Full-Lifecycle Recruiting**

- Partners with hiring managers and budget teams to initiate requisitions, define role scope, competencies, and compensation, and ensure alignment with organizational strategy.
- Serves as a strategic advisor on compensation, presenting salary recommendations for approval and confirming union rates with appropriate resources.
- Identifies and implements innovative sourcing strategies, leveraging LinkedIn Recruiter, applicant tracking systems, community agencies, professional networks, alumni groups, and DEI partnerships to broaden candidate pools.
- Screens and evaluates applicants, coordinates interviews, and provides informed recommendations while ensuring processes comply with organizational policy and legal/regulatory requirements.
- Communicates and partners with Labor Relations regarding union candidates, ensuring compliance with collective bargaining agreements.

- Delivers a high-touch candidate experience and excellent customer service to managers and leaders through proactive communication, trusted guidance, and integrity.
- Represents Massport's values, culture, and benefits authentically to strengthen the employee value proposition.
- Coordinates offers, facilitates negotiations, and oversees pre-employment screening, onboarding paperwork, and start dates in partnership with candidates, managers, the Talent Acquisition Coordinator, and other stakeholders; ensures all required screenings and security badging processes are completed.
- Utilizes Asana to track requisition status, assign tasks, and provide updates to the Talent Acquisition team and Assistant Director of People Experience.
- Maintains a deep understanding of Massport and its departments to ensure talent alignment with organizational needs.
- Safeguards all protected information in accordance with all applicable federal and state regulations and Massport policy and procedures.

### **Stakeholder Collaboration**

- Partners with hiring managers, the Talent Acquisition team, and key stakeholders to design and adjust recruitment strategies that meet organizational needs.
- Works closely with DEI/Compliance to broaden candidate pools and ensure equitable, inclusive recruitment practices.
- Develops relationships with community organizations, professional associations, and alumni networks to strengthen talent pipelines.
- Provides regular updates to the Talent Acquisition team and Assistant Director of People Experience on recruitment activity, challenges, and progress.

### **Projects and Process Improvement**

- Collaborates cross-functionally with HR and key stakeholders on projects to enhance recruitment, candidate, and new hire experiences.
- Maintains strong knowledge of talent acquisition systems to ensure accurate data gathering and support process improvement.
- Contributes observations and inputs on recruitment data and metrics to help assess effectiveness and inform improvements.
- Partners with the Assistant Director, People Experience, and Talent Acquisition team to create and deliver TA-related training and present best practices in employee development programs.
- Performs other duties as assigned.

## **JOB REQUIREMENTS AND QUALIFICATIONS**

### Education

- Bachelor's degree in business or a related field required.

### Experience

- 3+ years of talent acquisition/recruitment experience, preferably within a Human Resources environment.
- Proven experience in networking with organizations, professionals, and recruitment sources.

#### **UNIQUE EXPERTISE/CERTIFICATION/REGISTRATIONS:**

- Expertise in full lifecycle recruiting, including sourcing, screening, interviewing, offer negotiation, and onboarding.
- Demonstrated commitment to diversity, equity, and inclusion, promoting inclusive hiring practices and outreach strategies.
- Exceptional communication and interpersonal skills.
- Strong organizational and time-management skills.
- Proven ability to collaborate effectively with various departments and stakeholders.
- Proven experience with Applicant Tracking Systems (ATS), familiarity with Oracle Recruiting Cloud is highly preferred.
- Proficiency in MS Office Suite, LinkedIn Recruiter, and HR information systems.
- Ability to manage multiple tasks simultaneously and prioritize effectively in a fast-paced environment.

#### **WORK SCHEDULE AND OTHER REQUIREMENTS**

- Ability to work 37.5-hours per week, Monday-Friday, and additional hours as workload demands. Hybrid: Up to 3 days in office, 2 days remote. This position is based at Massport's Logan Office Center and requires flexibility to meet the dynamic needs of the department.
- Ability to pass Massport's pre-employment-controlled substance test and background checks.