



DRIVING AMBITIOUS CORPORATE CLIMATE ACTION

Talent Acquisition Specialist

Location. Mexico

Job Purpose and Background:

The Science Based Targets (SBTi) initiative is looking for a **Talent Acquisition Specialist** to support the recruitment and onboarding processes, ensuring a seamless experience for both candidates and hiring managers, and contributing to the growth of our team.

As the **Talent Acquisition Specialist**, the position will focus on sourcing and screening candidates, coordinating interviews, managing candidate databases, and assisting with employer branding activities to attract top talent.

This position will report to the **Talent Acquisition Manager**.

This role plays an important part in achieving:

- Successfully source and onboard high-quality candidates, ensuring that recruitment timelines are met.
- Enhance candidate experience by implementing efficient communication and feedback processes.
- Build a strong talent pipeline for critical roles to ensure proactive hiring needs are met.
- Improve the time-to-hire metrics through streamlined screening and interview processes.
- Support the creation and execution of employer branding strategies, increasing SBTi's visibility in the job market.
- Achieve a high candidate acceptance rate by effectively promoting SBTi's values and mission during recruitment.
- Maintain accurate candidate records and reports to help improve recruitment strategies with your Manager.
- Foster a positive onboarding experience, helping new hires integrate smoothly into the organization.
- Employer branding strategies to develop internally and externally.

You are a great fit for this role if you:

- Are passionate about finding and attracting top talent to support a mission-driven organization.
- Have experience in recruitment processes, including sourcing, interviewing, and coordinating with hiring managers.
- Thrive in a fast-paced environment and can manage multiple recruitment projects simultaneously.
- Have strong communication skills and enjoy building relationships with candidates and internal stakeholders.
- Are detail-oriented and organized, ensuring a smooth and efficient hiring process.
- Have a keen interest in employer branding and creating a positive candidate experience.
- Are adaptable and eager to learn new tools and techniques in the talent acquisition space.
- Bring a proactive mindset, always looking for ways to improve recruitment practices.
- Value diversity, equity, and inclusion and are committed to promoting these principles in your work.
- Are motivated by the opportunity to contribute to a global initiative focused on sustainability and climate action.
- Great customer service.

About the SBTi:

The SBTi is a global body enabling businesses to set ambitious emissions reduction targets in line with the latest climate science. It is focused on accelerating companies worldwide to halve emissions before 2030 and achieve net-zero emissions before 2050.

The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets.

For more information, please visit www.sciencebasedtargets.org

Key responsibilities include:

- Manage hiring platforms, such as LinkedIn, ensuring accurate timelines and updates for each open position.

- Coordinate People and Culture interviews with candidates, aligning with hiring managers on their top candidates before interviews.
- Oversee the coordination of subsequent stages in the hiring process, including panel interviews and final interviews.
- Update our Tracking Systems with detailed information on each opportunity and its current status.
- Assist in preparing final offers and updating hiring system for new hires.
- Provide regular status updates and reports to the Talent Acquisition Manager, including general information about ongoing recruitment processes.
- Support the initial phase of the onboarding process to ensure a smooth transition for new hires before their start date.
- Attend intake meetings and follow-up sessions with hiring managers to ensure alignment throughout the recruitment process.

Essential skills and experience needed:

- Bachelor's degree in Human Resources, Business Administration, Psychology, or a related field.
- Minimum 3 years of experience in talent acquisition, recruitment, or human resources, preferably within a fast-paced environment.
- Experience with candidate sourcing on platforms like LinkedIn and other job boards.
- Knowledge of recruitment and employer branding best practices.
- Strong Microsoft Office skills (Excel, Word, PowerPoint) for reporting and communication purposes.
- Proven ability to manage the entire recruitment lifecycle, including sourcing, screening, and interviewing candidates.
- Experience in coordinating interviews, including managing schedules and communicating with candidates and hiring managers.
- Excellent communication and interpersonal skills for engaging with candidates and internal teams.
- Adaptability and a proactive attitude, with a willingness to learn new tools and stay updated on recruitment trends.
- High level of empathy and understanding, ensuring a positive candidate experience throughout the hiring process.
- English proficiency level.

Desirable criteria:

- Proficiency in using HR tools (e.g., Asana, Deel).
- Ability to analyze recruitment metrics (e.g., time-to-hire) and provide insights for process improvements.
- Strong organizational skills with a keen eye for detail, ensuring accuracy in candidate records and recruitment data.
- Commitment to diversity, equity, and inclusion in all recruitment practices.

Important information before you apply.

- This is a full-time role based in Mexico.
- The salary for this role will depend on location and experience level.
- This role is a fixed-term contract for 12 months with the possibility of extension.
- This role holds a 1-month probationary period in Mexico.
- Interested candidates should be legally allowed to work in the specified countries and already be visa holders. **The SBTi cannot sponsor working visas.**

If you are interested, please apply [here](#).

What we offer:

- Working in one of the most successful and fastest-growing initiatives driving climate action.
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team.
- Training and development.
- 30 days of time off, plus your Country's bank holidays.

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds, and do not discriminate based on race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.