

# ReCor Medical

Ultrasound Denervation Therapies

## **Sr. Talent Acquisition Coordinator**

Department: Human Resources

Reporting to: Senior Director, Human Resources

Location: Palo Alto, CA

Workplace Type: Hybrid

## **About ReCor Medical**

At ReCor Medical, we are pioneering Ultrasound Renal Denervation (uRDN) therapy to treat hypertension, the leading cardiovascular risk factor in the world. With our Paradise™ uRDN System, we're on a mission to provide the millions of people who suffer from hypertension with a non-drug and minimally invasive option to lower their blood pressure. Join us on our journey and make a meaningful impact on the lives of people around the globe.

## **Position Summary**

The Sr. Talent Acquisition Coordinator will support our Talent Acquisition team, hiring managers and candidates through the full recruitment cycle.

## **Responsibilities and Duties**

- Heavy scheduling of virtual and on-site interviews, sometimes involving multiple time zones.
- Coordinate logistics to create a positive candidate experience, including candidate welcome, introductions, conference room and laptop set up, travel and lunch arrangements as necessary
- Assist hiring managers with the creation of job descriptions and requisitions
- Route requisitions and offers for approval
- Create offer letters
- Post job openings on various job boards
- Provide guidance and support to hiring managers throughout the hiring process
- Maintain recruitment tracker and/or applicant tracking system

## **Requirements**

- Bachelor's Degree preferred
- Minimum of 3 years' experience as a Talent Acquisition Coordinator, or similar role
- Previous experience with an Applicant Tracking System, Lever is preferred
- Experience in a fast paced, customer-oriented environment
- Superb interpersonal skills, ability to effectively communicate both verbally and in writing
- Exhibits a high degree of confidentiality and proper judgement under pressure and in sensitive situations
- Excellent attention to detail; strong ability to prioritize, plan, and organize time
- Flexible, self-motivated team player with ability to work efficiently with minimal supervision and consistent willingness to support other team members
- Expertise in Microsoft Office Word, Excel, Power Point, Outlook and Teams

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## **Preferred:**

- Experience with screening and sourcing potential candidates

**Salary range:** \$33/hr - \$37/hr (Commensurate with experience, skills, education and training)

## **COVID-19 vaccination requirements**

At ReCor Medical, we care, we collaborate, we challenge, and we create. Pursuant to these core values, we are focused on the health and safety of our employees, as well as the teamwork essential for innovation of our pioneering technology.

**COVID19 vaccines are required for all ReCor US office employees effective June 10, 2021, as well as all new US office employees joining our company.** Fully vaccinated persons are those who are  $\geq 14$  days post-completion of the recommended series of an FDA-authorized COVID-19 vaccine.

## **Equal Employment Opportunity**

At ReCor Medical, we value bringing together individuals from diverse backgrounds to develop new and innovative solutions for patients. As an equal opportunity employer, we do not discriminate on the basis of race, color, religion, national origin, age, sex (including pregnancy), physical or mental disability, medical condition, genetic information gender identity or expression, sexual orientation, marital status, protected veteran status, or any other legally protected characteristic.