

Excellent entry-level opportunity available for a recent college grad interested in Talent Acquisition to join a global private equity firm in Menlo Park, CA.

Are you a bright, ambitious, go-getter looking to learn more about the Talent side of private equity? Then we have a great entry-level opportunity for you! Must have a Bachelor's Degree and will consider 0-2 years of experience out of college. Will train!

Knowledge Manager (Talent) Job Description

Talent Projects:

- Research / track executive movement (WSJ, TechCrunch, etc.,)
- Maintain and develop Knowledge Library (White paper collections from external sources)
- Complete talent templates and decks for search projects
- Partner with team members to maintain internal tracking documents and case studies

Database:

- Maintain the talent database including:
 - Uploading all relevant search materials (reports, emails, etc)
 - Importing new candidates from searches from various sources including LinkedIn, Bloomberg and search firm reports
 - Updating candidate information – industries, role types, etc
- Respond to information requests / run reports from authorized members

\$65-70k plus bonus and great benefits and perks!