



**Job Title:** Vice President of HR Management

**Location:** Dallas, TX

**Job Type:** Full-Time

**Start Date:** Immediate

**Firm Overview:**

Leon Capital Group is a high-performing investment company with a focus on real estate. The company acquires, finances, and develops assets across a diversified portfolio that yields attractive returns for its investors. With a focus on industrial, multifamily, residential development, retail, and self-storage properties, Leon Capital Group has successfully overseen more than 400 investments, representing a total capitalization of more than \$7 billion.

Based in Dallas, the company has a vision of redefining real estate investing and transforming communities throughout the United States and around the globe.

**Opportunity:**

The Vice President of HR Management is responsible for sourcing, screening, and recommending top-notch candidates for all Multifamily positions. The candidate will identify opportunities to build applicant pools, establish trust and partnerships with hiring managers, identify potential “fit” through effective interviewing, recommend candidates, and forecasting hiring needs. Developing and executing recruitment plans and strategies are primary responsibilities to ensure hiring goals are met with the best possible talent. Our ideal candidate will have excellent communication and organizational skills, 2-3 years’ experience in talent acquisition, proficiency in Applicant Tracking Systems, and the ability to devise sourcing strategies for potential applicants.

**Primary Responsibilities:**

- Develops, facilitates, and implements all phases of the recruitment process including, but not limited to, resume and phone screens, candidate interviews, and final applicant recommendations.
- Provides input into overall hiring strategy of the organization and collaborates with leadership, department managers and human resources to identify and draft detailed and accurate job descriptions, hiring criteria, compensation, and sourcing strategies.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Manages job posting and advertisement processes.
- Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
- Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Create and implement end-to-end candidate hiring processes to ensure a positive experience

**Qualifications**

- Bachelor’s degree in business, real estate or related field
- 2-3 years of experience as a Talent Acquisition Specialist/HR or similar with full-cycle recruiting using various interview techniques and evaluation methods
- Knowledge of Applicant Tracking Systems and experience in proactively sourcing candidates
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Proficiency in Microsoft Office including Excel and PowerPoint, excellent interpersonal and communication skills, and ability to handle situations in a professional manner