



Autobooks works hard to make small business banking simple. Through our partnerships with banks and credit unions, small business owners can gain access to a modern suite of tools to help making running their business easier.

When you join Autobooks, you're joining a team dedicated to small business growth. We want your ideas, passion and experience to continue improving what we offer.

Our downtown Detroit HQ is in the vibrant Madison building, named one of the World's Coolest Offices by Inc. Magazine. Autobooks also has a growing presence in Texas with a satellite office in Austin; and offers flexible, remote work environments for certain roles.

Ready to help change what it means to do small business? Let's talk.

The Role: Talent and Culture Manager

Responsibilities:

- Represents the culture and energy of the company with all candidates and team members; ensuring a positive candidate experience for all applicants
- Manages full lifecycle recruiting for all positions at the company which includes creating and implementing process efficiencies and reporting metrics to senior leadership
- Manages all college and professional organization relationships to support future recruiting needs
- Ensures all assigned new hire onboarding tasks are complete for HR and Hiring Manager
- Conducts New Hire Orientation sessions – group and individual
- Oversees culture committee and ensures HR programs align with the company's stated values
- Actively supports the office and remote work/life of all team members through leadership of and participation in meetings, events, and activities to create and sustain team member engagement/development and inclusivity

Required Experience/Skills:

- Demonstrated experience with full lifecycle recruiting; specifically in tech/IT sourcing and interviewing
- Expertise in networking, talent engagement, and pipeline management
- Exhibits knowledge of HR compliance related to onboarding
- Ability to create, lead and conduct large and small group training sessions

Other Requirements:

- Experience with ATS systems is a plus