

# Your Next Mission: Secure your future



You have the skills and the passion to take your career to new heights. And now you have the opportunity. At Wells Fargo we're committed to hiring military veterans. Here you'll find a culture that is team-oriented, collaborative, structured, and challenging. To find out how your military experience can translate into our work environment, visit [wellsfargo.com/careers](https://wellsfargo.com/careers) today.

*Let's talk about turning your military experience into a rewarding civilian career*

## Talent Acquisition (TA) Business Initiatives Analyst - Military Talent Feeder Programs

### Who we are

Wells Fargo is committed to hiring and retaining military veterans, veterans with disabilities, and active military personnel. Our goal is to attract, hire, and support veteran team members and to employ 20,000 veterans by 2020. Wells Fargo has been recognized as a 2017 Top 100 Military Friendly Employer® and a 2017 Top 50 Military Spouse Friendly Employer® from *G.I. Jobs*, was ranked on the *Military Times* list for "Best for Vets: Employers 2014", was named #7 on the *Diversity Inc.* 2015 list of "Top 10 Companies for Veterans", and received the Secretary of Defense Employer Support Freedom Award in 2011.

### Where you fit

At Wells Fargo, we want to satisfy our customers' financial needs and help them succeed financially. We're looking for talented people who will put our customers at the center of everything we do. Join our diverse and inclusive team where you'll feel valued and inspired to contribute your unique skills and experience.

Help us build a better Wells Fargo. It all begins with outstanding talent. It all begins with you.

Human Resources develops and implements people strategies to support Wells Fargo's business objectives. This group manages compensation and benefits, human resource service centers, systems and payroll, finance, team member relations and assistance, talent management, learning and development, and recruiting. We work together as One HR to make Wells Fargo an employer of choice. Our operating foundation is based on our ability to operate efficiently, develop HR team members, strengthen controls, and scale technology infrastructure.

We are seeking a highly motivated Business Initiatives Analyst to join our Wells Fargo Military Talent Strategic Sourcing (MTSS) Team.

This individual will report to directly to the Military Talent Feeder Programs Lead and will be responsible for the execution and support of Wells Fargo's military talent feeder programs. The new hire will also be responsible for supporting the execution of programs and events that increases the number of veterans hired and retained by Wells Fargo.

Key responsibilities include:

- Developing and implementing project plans & communication plans
- Creation, design and delivery of Power Point presentations and implementing project communication plans
- Assist in the program administration for military/veteran recruiting and hiring events
- Effectively collaborate with key partners regarding various projects and business initiatives
- Assist in the program administration for military feeder programs and hiring events
- Maintain an accurate roster of diversity conference participants, candidates, calendar of events, metrics and reporting
- Using Microsoft tools (i.e. Word, PowerPoint, Excel, and Outlook) to compose complex and/or confidential correspondence, presentations and reports
- Project lead coordination for large events in various locations across the country by securing facilities and catering; managing participants travel and accommodations; event set up and managing candidate reimbursement process
- Provide project management support for Social Networking Events, Speaker Series, etc.
- Maintain multi-program files in a centralized location and/or on specific program SharePoint sites or Shared drives
- Work with Business Initiative Consultants and Business Initiatives Analyst on developing team processes, data analysis, reporting, tracking, metrics and dashboards
- Participation in strategic team meetings as appropriate

- Provide support for larger projects managed by others and act as an information source on departmental/business unit policies and procedures
- Maintain discretion when dealing with confidential or sensitive material
- The selected candidate will engage in events that will require travel during fall, spring and summer recruiting seasons.

### Required Qualifications:

- 2+ years of experience in one or a combination of the following: project management, implementation, or strategic planning

### Desired Qualifications:

- A BS/BA degree or higher
- Ability to handle confidential material in a professional manner
- Ability to prioritize work, meet deadlines, achieve goals, and work under pressure in a dynamic and complex environment
- Ability to take initiative and work independently with minimal supervision in a structured environment
- Ability to work and influence successfully within a matrix environment and build effective business partnerships with all levels of team members
- Ability to work effectively in a virtual team environment
- Excellent verbal, written, and interpersonal communication skills
- Intermediate Microsoft Office (Word, Excel, Outlook, and PowerPoint) skills
- Knowledge and understanding of Six Sigma methodology
- Outstanding problem solving and decision making skills
- Strong analytical skills with high attention to detail and accuracy
- Superior project management skills including the ability to handle multiple projects concurrently
- Project Management Professional (PMP)
- Direct experience working for a branch of the military or familiarity with the military as a service member's spouse or dependent
- Experience delivering results in a fast-paced, deadline driven environment
- Military experience in personnel benefits management, processing military personnel orders or transitions, wartime readiness operations, human resources or military recruiting
- Military intelligence or analytics experience including operational management, project management, mission evolution management and finance management
- Experience working with military protocol and instructions, enlisted evaluations, officer/leadership reporting, and assistance with keeping military personnel combat-ready and effective
- Ability to form a story through data analysis
- Diversity recruiting experience including, but not limited to, military and veterans
- 2+ years of military experience, spouse or dependent
- Self-starter, ability to work without direction
- Data analytics experience
- Experience with Wells Fargo HR systems: (e.g. Online Recruiting, PeopleSoft)

### Job Expectations:

- Ability to travel up to 20% of the time

**Locations:** Charlotte, NC

### Join the Wells Fargo Team

To view a detailed job description and to apply, please visit [wellsfargo.com/about/careers/veterans/](https://wellsfargo.com/about/careers/veterans/) and search the following **Job Opening ID (5460212)**

*Wells Fargo will not sponsor visas for these positions and will not hire individuals whose work eligibility is based on their F-1 or other student visa status. Candidates must be authorized to work in the United States on a permanent basis.*

Relevant military experience is considered for veterans and transitioning service men and women. Wells Fargo is an Affirmative Action and Equal Opportunity Employer, Minority/Female/Disabled/Veteran/Gender Identity/Sexual Orientation.

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