

Recruiter

Job Summary:

The Recruiter will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization as directed by the HR coordinator/ Director, COO, and CEO.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Develops, facilitates, and implements all phases of the recruitment process.
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Assists with job posting and advertisement processes.
- Screens applications and selects qualified candidates.
- Schedules interviews; oversees the 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.
- Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Ensures compliance with federal, state, and local employment laws and regulations and company policies.
- Attends and participates in college job fairs and recruiting sessions.
- Performs other duties as assigned as assigned by HR Director, HR Coordinator, COO or CEO

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with good negotiation tactics.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.

- Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in Human Resources or related field, or equivalent work experience, required.
- At least five years of managing all phases of the recruitment and hiring process is highly preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.