
Job Description

Job Title: Human Resources Recruiter
Division: Operations
Reports To: Human Resources Manager
FLSA Status: Exempt

Prepared By: Jeff Healy
Approved By: Karla Downing
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Section 1: Summary of the Position

The Human Resources Recruiter is responsible for prospective employee recruitment in positions serving all areas of the organization. This will be achieved through the development of recruiting plans, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. The Human Resources Recruiter plays a critical role in ensuring we are hiring the best possible talent. This position also assists the Human Resources Manager in completing tasks such as applicant review, interviewing, and new employee on-boarding.

Section 2: Primary Responsibilities

Recruitment	<ul style="list-style-type: none">• Lead the development and execution of a recruiting and interviewing plan for each open position• Network through industry contacts, college contacts, association memberships, trade groups, and employees• Efficiently and effectively fill open positions• Conduct regular follow-up meetings with managers to determine the effectiveness of recruiting plan and implementation• Develop a pool of qualified candidates in advance of need• Research and recommend new sources for active and passive candidate recruiting• Post openings with professional organizations, universities, and in other position appropriate venues• Create job descriptions• Maintain good records during all phases of the recruitment and hiring process• Improve company's online presence to assist in recruiting• Develop working relationships with colleges to aid in recruiting• Give presentations at colleges, attend student group meetings, and increase awareness of the company before and after college career fairs• Performs other related duties as assigned
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Additional Tasks	<ul style="list-style-type: none"> • Conduct prescreening interviews • Review applicants to evaluate ability to excel in position • Maintain all pertinent applicant and interview data in the Human Resources Online • Assist in performing reference and background checks for potential employees • Assist in writing and forwarding rejection letters • Assist in interviewing and selecting employees • Assist in preparing and sending offer packages • Assist in preparing and sending new employee orientation packages • Perform other special projects as assigned
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Section 3: Competencies

Communication

Key Behaviors

- Clearly conveys ideas verbally, visually, and in writing
- Communicates information in a logical and sequential manner to aid understanding
- Adjusts language to address the needs of differing audiences
- Utilizes strong listening skills to formulate direct, responsive answers to questions
- Effectively communicates ideas using analogies, visuals, and other techniques
- Creatively identifies and utilizes effective communication channels and methods
- Works well with supervisor to advance the company's Human Resources plan

Skills & Expertise

Key Behaviors

- Keeps informed about changes to company's employee needs
- Acquires and applies new skills as necessary
- Exercises good judgement
- Modifies or creates appropriate methods and techniques in response to changing needs

Organization

Key Behaviors

- Plans, prioritizes, and organizes tasks
- Schedules time appropriately to accomplish objectives
- Stays focused and avoids distractions
- Breaks down projects into component tasks
- Gives accurate and effective instructions to maximize productivity
- Manages competing demands while maintaining attention to critical issues

Section 4: Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specialized Knowledge and Skill Requirements:

Must have a background in technology or the ability to obtain an understanding of the technology and systems used by Mandli. Must have ability to obtain an understanding of company operations and the types of employees needed to advance the company's mission. Must have exceptional interpersonal skills, with a focus on listening and questioning skills. Must have an ability to quickly learn laws, legal codes, and government regulations pertaining to employment.

Education/Licenses/Certificates:

- A Bachelor’s degree is preferred in a related field such as Business Management with an emphasis in Human Resources.
- 2+ years of Human Resources experience or equivalent combination of education or experience.

Section 5: Travel

Required travel: This position requires 25% travel within the United States of America, via air or road travel in a car, van or truck.

Section 6: Physical and Environmental Demands of the Position

None Listed

Section 7: Disclaimer Statement

The information contained in this job description is intended to describe the essential job functions required of those assigned to this job. It is not intended to be an exhaustive list of all accountabilities, activities, and knowledge needed to perform the job. Please note that job functions are reviewed periodically and are subject to change based upon company business need.

Employee Name (printed)

Employee Signature

Date

CC: Employee
Employee General Personnel File