

Human Resources Specialist - Recruiting

Classification Salary Non-Exempt
Salary Grade/Level/Family/Range TBD
Reports to Human Resources Manager
Date September 2016

JOB DESCRIPTION

Summary/Objective

The HR Specialist – Recruiting is responsible for full life-cycle recruiting; recruit, screen and recommended placement of staff by using creative sourcing methods (internal and external).

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1 Partners with human resources manager to determine staffing needs.
- 2 Screens resumes, interview candidates (by phone, Skype or in person), administer appropriate assessments, reference/background checking, make recommendations for hire (or not hire) and deliver employment offers for both exempt and non-exempt position openings within an assigned territory.
- 3 Serves as an expert for recruiting candidates within an assigned territory.
- 4 Uses traditional and non-traditional resources to identify and attract quality candidates such as career fairs, on-line job fairs, community network events, Facebook, Twitter, Glasdoor, etc.
- 5 Develops marketing programs (internal and external) in order to ensure high visibility with potential candidates.
- 6 Manages internal transfer process including screening, coordination of interview with hiring manager, transfer offer letter, etc.
- 7 Follows up with candidates and hiring managers to ensure updated information on the interview process status.
- 8 Develops and maintain an excellent relationship with internal and external clients to ensure achievement of staffing goals.
- 9 Communicates important employment information during delivery of employment offers (i.e. benefits, compensation, non-competition agreements, etc.).
- 10 Works with human resources manager to ensure compliance with all federal/state laws and regulations including Affirmative Action Plan compliance.
- 11 Manages current candidate activity in the Applicant Tracking System (ATS).
- 12 Manages application/resume file and retention according to company policy.

Competencies

- 1 Human Resources Capacity.
- 2 Time Management.
- 3 Organizational Skills.
- 4 Business Acumen.
- 5 Communication Proficiency.
- 6 Diversity and Inclusion.
- 7 Technical Capacity.
- 8 Initiative.

- 9 Decision Making.
- 10 Customer/Client Focus.
- 11 Problem Solving.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 8:30 a.m. to 5 p.m.

Travel

Travel may require occasional attendance at area job fairs.

Required Education and Experience

Bachelor's degree in human resources, marketing, business administration or other related experience.

Preferred Education and Experience

- 1 HRIS experience (ADP preferred, PeopleSoft, etc.)
- 2 Experience with web-based recruitment site creation and strategies
- 3 Career fair experience a plus
- 4 Technical recruitment experience preferred

AAP/EEO Statement

OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT— EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.