Junior Recruiter/Sourcer

Reports to: Recruiting Manager

Position Summary:

As a Junior Recruiter/Sourcer on the Human Resources team you will be a highly motivated individual who is responsible for supporting the recruitment efforts focused on the day to day and strategic goals of the Company. This position executes responsibilities in the following areas: recruitment and sourcing, resume review/phone screens, tracking/organizing data, employee integration and general Human Resources duties.

Career Description:

Core Job Duties

- Review applications and interview applicants to obtain work history, education, training, job skills, and salary requirements, and to provide information about the organization and position
- Use sourcing tools and techniques to identify and attract candidates such as online social networking, traditional networking, searches, and referrals
- Ensure company staffing needs are filled in a timely manner, and that the company maintains a robust pipeline of qualified candidates.
- Schedule interviews
- Post all job ads
- Administers the candidate assessment process and maintains results
- Exercise discretion and judgment in HR matters, policy interpretation and conflict resolution
- Performs other duties as assigned

Qualifications

- 6+ months experience with recruiting responsibilities or in a recruiting/sourcer role
- Bachelor degree is required
- Advanced level Microsoft Office skills needed (Word, Excel & Outlook) along with internet research capabilities
- Must be able to meet multiple individual and team deadlines in a fast paced, changing, dynamic work environment with changing priorities
- Strong level of influence and negotiation skills
- Excellent presentation, communication (written & verbal) and interpersonal skills
- Ability to exercise effective judgment, confidentiality, sensitivity and creativity to changing needs and situations

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- Ability to establish and maintain positive working relationships in course of work
- Proficient in the use of various candidate sources and recruiting systems
- Team-oriented and willing to contribute to the overall workflow of the department
- Extremely organized, detail-oriented and a self-starter
- Ability to execute and prioritize multi-task projects

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