**Recruiter**

**POSITION SPECIFICS**

**Reports To:** Sr. HR Manager

**FLSA Status:** Hourly

**ROLE**

**SUMMARY**: This role is responsible for meeting hiring goals by filling open positions with talented and qualified candidates. Responsible for the full-cycle recruiting process of candidates. This entails sourcing and screening candidates, coordinating the interview process, and facilitating offers and employment negotiations, all while ensuring candidates have a pleasant experience.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Source candidates using a variety of search methods to build a robust candidate pipeline
* Screen candidates by reviewing resumes and job applications, and performing phone screenings
* Serve as the primary point of contact for candidates throughout the full recruiting cycle (i.e. communicate status, answer questions and coordinate all follow-up efforts)
* Take ownership of candidate experience by designing and managing the talent acquisition process
* Develop job postings, job descriptions, and position requirements
* Perform reference checks as needed
* Facilitate the offer process by extending the offer, facilitating negotiations, and gaining acceptance
* Manage new hire onboarding process
* Stay abreast of recruiting trends and best practices
* Manage the overall interview, selection, and closing process
* Ensure all screening, hiring, and selection is done in accordance with employment laws and regulations

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities.

**SUPERVISORY RESPONSIBILITIES**

* None

**QUALIFICATIONS**

**EDUCATION and EXPERIENCE**

* Bachelor's Degree in Human Resources, Business Administration, or related field (Preferred)
* 3-5 years of recruiting experience
* Working knowledge of interview techniques and applicant screening methods
* Familiar with a wide variety of sourcing avenues

**CERTIFICATES, LICENSES AND REGISTRATIONS**

* None

**REQUIRED KNOWLEDGE, 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 ability to meet deadlines.
* Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
* Proficient with Microsoft Office Suite or related software.
* Ability to communicate effectively, both orally and in writing
* Demonstrated ability to establish effective and cooperative working relationships built on trust
* Excellent organizational and time management skills
* Ability to manage a wide range of relationships with department managers

**Sr. Human Resources Manager Signature:**

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**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature:**

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