
Recruiter

Reports To: Human Resource Leader

POSITION PURPOSE:

The Recruiter ensures the company attains the human capital necessary to meet the organization's revenue and income goals. The Recruiter is responsible for attracting, screening, interviewing and hiring the highest caliber candidates for our organization. This position is responsible for matching technical and cultural fit for open positions as well as establishing competitive and compliant hiring strategies and processes that meet the needs of the business.

RESPONSIBILITIES - ESSENTIAL JOB FUNCTIONS:

1. Demonstrates the company's corporate values.
2. Recruit qualified candidates through targeted media sources, job fairs, networking, referrals, cold calls, vendors and/or partners.
3. Manage talent acquisition by creating a pool of resources that meet the needs of the organization. Ensure that these resources are able to fulfill the organization's needs at opportunistic times.
4. Qualify candidate skills through performing screens, interviews, and reference and background checks to match candidates to open requisitions.
5. Partner with hiring leaders to elicit a detailed and complete job description of work requirements and position specifications.
6. Develop the organization's hiring strategy and process. Coach, guide, and mentor hiring leaders on established hiring processes.
7. Manage the administration of staffing requests from clients.
8. Oversee sub-contractor recruiting, onboarding and retention process. Ensure legal compliance for all aspects of sub-contractor engagement. Educate stakeholders on compliance issues and overall process.
9. Oversee the organization's onboarding process for new hires.
10. Oversee the associate profile system and process.
11. Partner with third party vendors to execute background testing and other recruiting

activities.

12. Assist with inside business development opportunities. Participates in business development weekly sales meeting.
13. Perform various administrative tasks including status reports, time recording, etc.
14. Perform any special duties as assigned by the supervisor.

RESPONSIBILITIES - SUPPLEMENTAL JOB FUNCTIONS:

Maintains knowledge of current trend and developments in the field by reading appropriate books, journals and other literature and attending related conferences and seminars.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Minimum of a Bachelor's degree in Business, Computer Science, Information Systems, Human Resources or similar discipline plus 2 years of recruiting experience. Experience in technical and/or professional services preferred.
2. Exceptional interpersonal skills. Ability to negotiate, communicate and sell ideas/concepts to others.
3. Proven track record of successful hiring in a fast-paced environment.
4. Exceptional written communication skills in order to effectively develop associate profiles.
5. Excellent organizational skills. Ability to balance multiple projects that span throughout the organization.
6. Ability to work independently or as a member of a team.
7. A general understanding of the Microsoft stack of technologies is a plus.
8. Desire for continued education as it relates to the position.

EQUIPMENT TO BE USED:

Must be able to operate personal computer, laptop and other standard office machines such as fax, copy machine, calculator, telephone, etc.

TYPICAL PHYSICAL DEMANDS:

Requires sitting, standing, bending and reaching. Requires eye-hand coordination and manual dexterity sufficient to operate a computer and standard office equipment. Requires hearing within normal range and vision correctable to 20/20 to read communications, reports and computer terminals. Must have a valid driver's license in order to attend company-related meetings in the area and out of town.

TYPICAL MENTAL DEMANDS:

Must be able to analyze many variables and choose the most effective course of action for the organization at any given point in time. Must be able to communicate and

provide verbal feedback in a professional manner. Must be able to analyze causes of interpersonal conflicts and resolve complex communications issues. Must be able to resolve problems, handle conflict, and make effective decisions. Ability to give, receive and analyze information, formulate work plans, prepare written materials, and articulate goals and action plans. Must handle diverse work problems on a daily basis. Must be able to perform arithmetic calculations involving fractions, decimals and percentages.

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, skills and knowledge needed to perform the job. Please note that the job functions are reviewed periodically and are subject to change based on the business needs of the company.