# Job Summary:

The Recruiter will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization.

# *Supervisory Responsibilities:*

* None.

## Duties/Responsibilities:

* Develops, facilitates, and implements all phases of the recruitment process.
* Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
* Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
* Assists with job posting and advertisement processes.
* Screens applications and selects qualified candidates.
* Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
* Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders.
* Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
* Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
* Attends and participates in college job fairs and recruiting sessions.
* Performs other duties as assigned.

## Required 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 a proven ability to meet deadlines.
* Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
* Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems.
* Proficient with Microsoft Office Suite or related software.

## Education and Experience:

* Bachelor’s degree in Human Resources or related field, or equivalent work experience, required.
* At least five years managing all phases of the recruitment and hiring process highly preferred.
* SHRM-CP or SHRM-SCP preferred.
* SHRM’s Talent Acquisition Specialty Credential a plus.

## Physical Requirements:

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift up to 15 pounds at times.