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| Job Title: | Recruiter | FLSA Status: | <i>Exempt</i> |
| Department: | Administration | Date Created: | January 2018 |
| Reports To: | Human Resources Manager | Reviewed By: | HR Manager |

POSITION SUMMARY:

Responsible for serving as the primary contact for employee recruiting. Provide customer support to both internal and external customers. Assisting, as needed, with all Human Resources functions.

RESPONSIBILITIES/ACCOUNTABILITIES: All personnel are responsible for meeting the Quality Objectives in their position/department. *Other duties may be assigned beyond the core responsibilities/accountabilities listed below.*

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| 1 | 50% | Under the supervision of the HR Manager and other department managers to determine staffing needs, screening resumes, performing phone interviews with candidates, communicating employer information and benefits during screening process, making recommendations and coordinating interviews, and following up on the interview process status. |
| 2 | 20% | Utilizing a variety of methods posting job openings to achieve company recruiting strategy |
| 3 | 15% | Performing reference and background checks. |
| 4 | 10% | Staying current on the company's organization structure, personnel policy and federal and state laws regarding employment practices, and completing timely reports on employment activity |
| 5 | 5% | Conducting exit interview on terminating employees |

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required.*

1. Associates' Degree and/or any equivalent combination of education and/or experience.
2. At least (5) five years direct hands-on experience in recruiting and/or human resources.
3. Valid Driver's License
4. Excellent communication and negotiation skills (no foreign language required).
5. Fast adaptation to the new corporate environment.
6. Industrial experience strongly preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Possess excellent phone etiquette.
- Demonstrates effective problem-solving skills as well as verbal and written communications skills.
- Requires independent judgment to plan, prioritize and organize.
- Able to effectively use a computer and create spreadsheets and use word processing software.
- Possess strong organizational skills and ability to multi-task.
- Ability to work collectively with the administrative team staff.

- Able to gather relevant data, analyze and arrive at conclusions in order to make recommendations for management action.
- Ability to deal with diverse groups of important external callers and visitors, as well as, internal contacts at all levels of the organization.
- Must have a team player attitude and have a commitment to SAFETY.

PHYSICAL REQUIREMENTS:

- Normal physical activity includes frequent sitting, standing, and walking in a usual workday.
- Requires employee to occasionally lift and carry heavy objects weighing 30-50 lbs.
- Requires occasional twisting when answering the telephone or typing at the computer.
- Requires retrieving files by pulling out and pushing in potentially heavy filing cabinet drawers and other objects.
- Requires employee to use hands, arms, feet, legs, neck and head while performing Company tasks.

TRAINING EXPECTATIONS:

- Upon hire, employee will receive necessary rules and regulations.
- Every year in this position staff will attend training and continuing education as required for the position.
- Everyone is responsible for safety.

SIGNATURE: _____ DATE: _____
Employee