



Human Resources Recruiter Job Description

Job Title:	Human Resources Recruiter	Date Created/	4/27/2021
Reports To:	VP, Human Resources	Department	Human Resources

EEO Job Category		Employment Classification	FLSA Classification
<input type="checkbox"/> Executive/Senior Officers & Managers	<input type="checkbox"/> Administrative Support	<input checked="" type="checkbox"/> Full - Time	<input checked="" type="checkbox"/> Exempt
<input type="checkbox"/> First/Mid-level Officers & Managers	<input type="checkbox"/> Craft Worker	<input type="checkbox"/> Part - Time	<input type="checkbox"/> Non-Exempt
<input checked="" type="checkbox"/> Professional	<input type="checkbox"/> Operatives	<input type="checkbox"/> Temporary	
<input type="checkbox"/> Technician	<input type="checkbox"/> Labors and Helpers		
<input type="checkbox"/> Sales Workers	<input type="checkbox"/> Service Worker		

Job Purpose

To facilitate the daily tasks of Human Resources recruitment under the direction of management. Collaborate with the business to bring in top talent, while proactively identifying future hiring needs.

Job Duties

- Work closely with hiring managers and Human Resources to manage full-cycle recruitment process – including sourcing, screening, interviewing, and onboarding.
- Develop, update, and maintain job descriptions and job specifications.
- Identify and implement efficient and effective recruiting methods and strategies based on the available position, industry standards, and the needs of the organization.
- Develop and maintain dependable pipelines by researching and contacting colleges, employment agencies, recruiters, media, and internet sites; provide the organization information, opportunities, and benefits; make presentations; maintain rapport.
- Maintain a high volume of outbound/inbound calls, emails, and other forms of communication.
- Source applicants, screen resumes, interview, and assess candidates to provide qualified candidates and feedback to hiring managers to meet tight deadlines.
- Source and recruit applicants via databases, job boards, social media, newspapers, etc.
- Prepare recruitment materials and attends job fairs and recruiting sessions.
- Schedule interviews (in person and telephonic) with hiring managers.
- Prepare and sends formal offer letters.
- Inform job applicants of their acceptance or rejection of employment.
- Schedules drug test screenings, order background checks, run drivers license checks, and review results in order to determine candidate qualification.
- Coordinate new hires with IT and create new hire files.
- Ensure all hiring policies and procedures are adhered to and that best practice recruitment guidelines are administered throughout the recruitment process.
- Build, develop, and maintain long-term relationships with stakeholders, vendors, employees, and candidates.
- Serve as the point of contact for all recruitment-related inquires, activities, and functions.
- Prepare reports for the management team and ad-hoc reporting as needed.
- Promote company's reputation as the "best place to work."
- Complete other reasonable duties, as assigned by management.

Knowledge, Skills & Abilities

- Personnel and Human Resources — Intermediate knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, and personnel information systems.

- Customer and Personal Service — Knowledge of principles and processes for providing outstanding customer and personal services.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Bi-lingual a plus.
- Discretion — Must have the ability to keep sensitive information confidential.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Computers and Electronics — Intermediate knowledge of, electronic equipment, and computer hardware and software, including applications and programming, such as Microsoft Office suite.

Knowledge, Skills & Abilities

- Law and Government — Working knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking — Talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Learning — Strong ability to adapt, learn, and multi-task.

Physical Requirements	High (100 – 70% of time)	Medium (69 – 30% of time)	Low (29 – 0% of time)
Sitting	X		
Standing			X
Lifting			X
Stooping/Kneeling			X
Walking			X
Talking	X		
Seeing	X		

Working Conditions

Normal Office Environment – Noise level consistent with the presence of office printers, faxes, others speaking on the phone.

Education, Certificates & Experience

- High School Diploma or equivalent, degree preferred
- 1-2 years of experience in recruiting or human resources admin role, preferred

Pool Troopers Benefits

- Paid Time Off
- 401k Options
- Career Advancement Opportunities
- Life Insurance
- Long-Term and Short-Term Disability
- Tuition Reimbursement
- Loyalty Bonuses
- Health Insurance (Dental and Vision)