

Job Description

Job Title:	Recruiting Specialist	Date:	September 2023
Department:	Administration	Location:	Spruce Street
Reports To:	Human Resources Director	FLSA Status:	Non-Exempt

Purpose:

To assist Human Resources with recruitment and hiring initiatives such as placing employment advertisements, pre-screening employment applications/resumes and with the day-to-day operations of the Human Resources Department.

Job Functions:

1. Review employment applications/resumes and first level interviews for qualified applicants.
2. Coordinate and schedule applicant interviews for second level interviews with hiring departments.
3. Conduct reference and background checks for candidates being considered for an offer of employment.
4. Conduct pre-employment meetings and process clearances prior to new hire start date.
5. Assist with onboarding process in HRIS system for new hires. This includes launching the event packet in accordance with position, ensuring completion of I-9 form, qualification information, payroll documents and other information required for new hire to start employment.
6. Assist with ensuring required clearances for new hires are processed. This includes PATCH, MVR, Child Abuse, FBI, drug screen, physical and TB test.
7. Assist with administering job posting program which includes receiving staff requisitions, posting internal and external open positions.
8. Complete employment verifications.
9. Process new hire sign on and referral bonuses.
10. Process employee changes and updates in HRIS including terminations, status changes, promotions and position changes.
11. Complete all recruitment and other HR related payment requests and other fiscal related forms.
12. Assist with organizing and participate in career fairs throughout the community to enhance recruitment efforts.
13. Assist with community outreach to enhance recruitment efforts including college and school partnerships and distribute flyers.
14. Assist with employee appreciation initiatives/events and employee raffles.
15. Maintain and organize employee paper and electronic files including filing of new documents.
16. Participate on committees and special projects.
17. Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
18. All other duties as assigned.

The above responsibilities represent the major tasks assigned to incumbents on this job title. They are not intended to be an exhaustive list of all tasks. On occasion, incumbents may perform other related tasks.

Working Conditions and Physical Demands:

Works in a typical office environment. Travel into the community required.

Qualifications:

1. HS Diploma or equivalent required with two years of Human Resources experience or a Bachelor's degree in Human Resources Management or Business Management.
2. Must possess excellent writing and communication skills.
3. Must be self motivated and work independently.
4. Computer proficiency in Microsoft Office.
5. Experience with human resource information systems, specifically Paylocity.
6. Ability to handle multiple projects in a fast-paced environment.
7. Strong organizational skills and attention to detail.

Applicants can apply directly through our career's page:

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/1946390>