

Recruiter – Job Description

Position Summary:

Support the Recruiting process by working closely with the Hiring Manager and Candidate and third-party vendors to complete the onboarding process of new hires. *This position is trainable for the right candidate.*

Responsibilities:

- Responsible for the recruitment of all positions.
- Establish recruiting requirements by meeting with managers to discuss hiring needs.
- Update job descriptions as needed.
- Screen and disposition potential candidates.
- Interview candidates (via phone, video, and in-person).
- Prepare and follow up on all on-boarding paperwork.
- Conduct orientation.
- Participate in job fairs and host in-house recruitment events.
- Assist in employee training and development and play an active role in promoting diversity.

Qualifications:

- High School degree is required.
- University Degree in Human Resources, Business, Organizational Behavior, or related preferred.
- Business-level English and Spanish language skills (speaking and writing); English proficiency of 80%.
- Experience in administrative/coordination or HR administration or customer service experience.
- Experience in Recruitment coordination and logistics processes (preferred).
- Strong customer service orientation.
- Team player with a focus on collaboration.
- Ability to operate independently and navigate through change or uncertainty.
- Problem solving and analytical skills with a proactive management style to implement new processes.
- Strong communication, interpersonal, and organization skills required.
- Demonstrated commitment to education and professional development.

Skill Requirements:

- Intermediate to Advanced PC skills (MS Excel, Word, PowerPoint) required.
- Ability to handle complex tasks and logistical challenges.
- Attention to detail.
- Strong prioritization skills.

- Excellent time management & written/verbal communication skills.
- Availability to coordinate with different parties, including external vendors.
- Expertise working under pressure and high volume of work.
- Impeccable customer service skills.