



JOB TITLE: Recruiting & Onboarding Specialist
DEPARTMENT: Human Resources

Under the direction of the Director of Business Operations and Human Resources Manager, the Recruiting and Onboarding Specialist coordinates all aspects of the company's recruiting and onboarding activities.

RESPONSIBILITIES:

- Maintain a continuous recruiting model in order to always find the best talent for the company
- Develop and maintain an online recruiting presence
- Locate and secure talent through job postings on the most effective platforms
- Develop and maintain an applicant tracking system
- Establish a pipeline of qualified candidates and maintain relationships
- Organize and lead the interview process for each opening
- Complete all pre-screening of potential candidates according to policy
- Plan, schedule, and lead new hire onboarding and processing

REQUIREMENTS:

- Ability to work independently or as part of a team setting and meet deadlines
- Must have excellent oral and written communication skills
- Experience and knowledge of administrative procedures such as coordinating resources, customer service, effective comprehension and communication in reading and writing, and problem solving
- Ability to maintain strict confidentiality
- Must be detail-oriented
- Applications used by human resources associates include spreadsheet, presentation, word processing, email, database software, human capital management systems, payroll systems, etc.

EDUCATION REQUIREMENTS:

- Associate's or bachelor's degree in human resources management, business administration, or a related field
- 2 years of experience in recruitment role

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties as delegated to meet the ongoing needs delegated of the company.