



Recruitment Specialist

The recruitment specialist is responsible for designing and executing our full-cycle recruitment and hiring processes. They will be responsible for identifying, filling, and planning for current and future staffing/hiring needs. The recruitment specialist will work closely with other members of our team to assure winning strategies are applied to all potential hiring and staffing initiatives.

Principle Accountabilities:

- Collaborating with department managers to create job ads for current openings and determine qualification criteria for each position
- Sourcing, interviewing, and evaluating candidates
- Advertising job openings on careers pages, job boards and social networks
- Source candidates through online channels (e.g. professional networks and portfolio sites)
- Screen resumes and applications and update candidates on hiring processes
- Interview candidates during various hiring stages, including phone, first-round and second-round interviews
- Designing and implementing employee referral programs
- Analyze turnover and retention rates to forecast hiring needs
- Update job descriptions (e.g. add tasks or modify requirements)
- Participate in job fairs to boost company's reputation
- Manage new hires onboarding with the department managers
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Ensuring they are complying with, and adhering to all Information Security Policies as well as privacy policies.
- Ensuring all security and operational controls are followed and enforced to ensure client data remains secure, available, and private, where applicable

Experience/Skills:

- Proven work experience as a recruiter or similar role
- Solid understanding of full-cycle recruiting and knowledge of labor legislation
- Experience using various interview formats (e.g. phone, structured, group)
- Familiarity with Applicant Tracking Systems and resume databases
- Strong written, organizational, and communication skills with the ability to work well and communicate with peers and clients



Additional Information

- Functioning personal vehicle for transportation and a valid PA driver's license required.
- Preferred Education: BSc in Human Resources or relevant field experience of 3 years
- Ability to organize skills assessment centers (e.g. job simulation activities, work samples, psychometric and IQ/EQ tests) preferred
- Minor local travel required