



# Job Description

---

**Job Title:** Recruiting Specialist

**Department:** Human Resources

**Reports to:** Human Resource Manager

**FLSA Status:** Non-Exempt

**Summary:**

Responsible for recruiting/onboarding and administration of policies and procedures.

**Essential Duties and Responsibilities:**

**Recruiting/Internal Communications**

- Recruiting, branding, job postings, interview processes, and assist in the screening and prequalification of candidates to fill vacant positions companywide.
- Responsible for the onboarding of new candidates for positions and new hires.
- Use creativity and innovation in the development of new methods to effectively communicate company recruiting such as internal memorandums, organizational announcements, bulletins, etc. with employees of the organization.
- Provide coaching, counseling and guidance to managers on employee hiring
- Oversee and maintain updated signed job descriptions for every employee.

**Payroll:**

- Prepare confidential payroll reports
- Assist the HR Manager and Payroll Administrator as needed
- Make recommendations for improvements and ways to automate workflow process
- Assist in special projects as assigned by Management.

**Required Qualifications:**

Associates Degree or equivalent work experience in Business Administration or Human Resources preferred, Recruiting experience, Ability to communicate in a professional manner and appearance with vendors, customers and employees. Must be organized, able to set and meet deadlines, handle multiple tasks efficiently and complete duties independently. Proficient knowledge of Microsoft Office including Outlook, Word, Excel, and PowerPoint.