

# RECRUITER

## General Responsibilities

The Recruiter will partner with hiring managers to gain a comprehensive understanding of the company's hiring needs and execute to meet competitive hiring goals and expectations. Manage the full recruiting lifecycle, foster high touch relationships to build robust candidate pipelines and design and implement innovative recruitment strategies.

## Essential Duties

- Collaborate with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Write and post job postings on relevant platforms; Organize and attend job fairs and other recruitment events.
- Utilize knowledge of multiple recruiting sources and execute innovative strategies to attract qualified candidates, and maintain robust candidate pipelines.
- Screen resumes and manage candidates throughout the hiring process, from interview to final offer.
- Oversee preparation of interview questions and other hiring and selection materials.
- Review candidate credentials, conduct pre-screen interviews and make recommendations for hire.
- Collaborate with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Conduct candidate background screenings including assessments, references, and background checks.
- Assist with onboarding procedures, including offer letters, new hire paperwork and gathering necessary onboarding documents; distribute information to all necessary departments; enter new banker information on all necessary software applications, as applicable.
- Prepare and conduct orientation.
- Follow up with new hires 90 days after first day of employment.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Manage the applicant tracking system and achieve recruiting metrics (i.e. time to fill, applicants per opening, etc.)

**Experience:**

- 5 or more years of experience in talent acquisition.
- Experience with developing recruitment strategy.

**Education/Training:**

- Bachelor's degree in Human Resources or related field
- Specialized human resource management education and training a plus

Send resume to [rjcx@comcast.net](mailto:rjcx@comcast.net)