

Our HR Specialist-Recruiter is an important player in helping to build and create a talent pipeline through multiple channels. Operating as the first point of contact, you'll be an advocate for our Company.

We can't wait to harness your skills to build rapport with those you come in contact with, and grow relationships within the company, our community partners, future candidates, and more.

**Responsibilities:**

- Coordinate and conduct recruitment, testing, and interviewing functions.
- Develop and maintain effective recruiting strategies.
- Provide accurate and timely feedback to Supervisors and Managers on the status of applicants.
- Schedule interview and partner on new hire class organization.
- Manage new hire paperwork in coordination with local HR Generalist.
- Establish and maintain working relationships with leadership team and associates.
- Other HR specialist duties including, but not limited to; reporting, payroll back-up, time clock enrollments, benefit enrollments, and other duties as assigned.

**Requirements:**

- Bachelor's degree or equivalent experience.
- Minimum of 2-3 years' experience in HR Specialist with emphasis on recruiting role.
- HR recruiting experience in call/contact center a plus.
- Ability to demonstrate knowledge of talent acquisition processes.
- Exhibits sound and accurate judgement and escalation.
- Ability to manage competing demands.
- Critical thinking skills to solve problems and achieve effective solutions.
- Team player who can balance team and individual responsibilities.

Please send resume to Bobbie Shanahan at [bobbie.shanahan@ubiquitygs.com](mailto:bobbie.shanahan@ubiquitygs.com)