

The **Recruiter** will manage the full life-cycle recruiting process for a high volume, service industry company. Partnering with HR Team members and managers to identify position requirements, developing recruiting strategies, effective recruiting sources for open positions in multiple work sites.

Job Description: The Recruiter is responsible for developing a strong pipeline of qualified candidates, managing the candidate experience, and promoting the opportunities, organization, and culture to candidates and external service providers. Responsibilities include the following:

- Conducts full-cycle recruiting which includes partnering with managers to build job descriptions, screening resumes, scheduling and conducting pre-screen and initial interviews, organizing interview schedule, coaching hiring managers, and making offers while ensuring a quality candidate experience.
- Partner with hiring managers to understand their needs and accurately define open roles; develop a strategy that will lead to the right hire in a timely, efficient, cost effective manner.
- Manages job postings and seeks out new, cost effective innovative sourcing avenues to reach more qualified candidates.
- Builds applicant sources by researching and contacting community services, colleges, media, and internet sites; providing organization information, opportunities, and benefits, making presentations, maintaining rapport.
- Determines applicant qualifications by interviewing applicants; analyzing responses, comparing qualifications to job requirements.
- Provides guidance on candidate interviewing and offer negotiation.
- Ensures a positive candidate experience through exceptional customer service and follow-through at every step. Ensures that legal compliance guidelines are strictly followed.
- Initiates pre-employment screening (background check and drug testing) for new hires.
- Identifies opportunities for improving recruitment activities and efficiency.
- Ability to provide first level feedback and coaching to internal candidates.
- Meets hiring targets through productive and cost effective efforts that include: Social Media, job boards, direct sourcing, employee referral bonus program, digital marketing, participation in job fairs and industry conferences while bringing creative sourcing strategies to the table.
- Avoids legal challenges by understanding current legislation; enforcing regulations with managers; recommending new procedures; conducting training.
- Research and attend recruiting and industry related events in order to remain visible and relevant in our candidate's market.
- Ensures all local, state and federal regulations are followed.

Qualifications:

- BS degree in Human Resources or related discipline preferred; or High School Diploma and equivalent proven professional work experience.
- SHRM-CP or SHRM-SCP certification preferred.
- 5+ years of proven recruiting experience in a high growth, fast paced, high-volume environment required.
- Experience with internet recruiting and creative sourcing strategies (i.e. Social Media),
- Strong interviewing, qualifying and selection skills.
- Comprehensive understanding of federal, state and local employment laws and regulations.
- State of the art skills in recruiting capabilities via social networks, on line job boards and current sourcing strategies.
- Demonstrated ability to develop solid working relationships with both hiring managers and all HR coworkers
- Hands-on experience with recruiting software, as well as Human Resource Information Systems (HRIS). Solid understanding of Applicant Tracking Systems (ATS).
- Ability to communicate at a high level to a broad array of stakeholders including Senior Leadership and hiring managers, HR team members, candidates, and peers
- Demonstrated ability to be self-directed and act with a strong sense of urgency, managing up when need/appropriate.
- Intense attention to detail and accuracy
- Excellent written and verbal communication skills
- Ability to work nontraditional hours as needed to support nation-wide business partners
- Ability to travel – approximately 25% of the time

- Company:
- Contact Person - Name: Joanne Vetashick
- Contact Person - Email: joanne.vetashick@rcn.net Contact Person - Phone Number: 5702701215 Title of Job: Recruiter Location of the Job: Baltimore Drive, Wilkes-Barre, PA 18702 Instructions on How to Apply: www.rcn.com/careers Job Description: <https://link.zixcentral.com/u/d58641c8/ZOPcQKvC6RGZngvs-uoD4Q?u=https%3A%2F%2Fnepashrm.shrm.org%2Fsites%2Fnepashrm.shrm.org%2Ffiles%2Fwebform%2FRecruiter.docx>

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