

Staff Recruiter

FLSA Status: Exempt

Department: Human Resources

Reports to: Director of Human Resources

Position Summary: The Staff Recruiter will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent.

Essential Duties and Responsibilities: This position is responsible for oversight and implementation of JW's staff recruiting program.

- Develops, facilitates, and implements all phases of the recruitment process.
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Assists with job posting and advertisement processes.
- Works closely with human resource staff on screening applicants and selecting qualified candidates.
- Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
- Assists with the interview process, attending and conducting interviews.
- Collaborates with the hiring manager human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Attends and participates in college job fairs and recruiting sessions.

Knowledge, skills and abilities required:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with good negotiation tactics.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Proactive and independent with the ability to take initiative.
- Excellent time management.
- Proficient with Word and Excel.
- Work sometimes requires more than 40 hours per week to perform the essential duties of the position; requires irregular hours, requires some travel.
- Other duties as assigned by the employer.
- Physical requirements are:
 - Sighted
 - Good hearing and clear speaking voice

Working Conditions: Normal office environment with little exposure to excessive noise and temperature.