



## Recruiting Assistant

### Job Posting

#### Position Summary:

Responsible for providing highly efficient and accurate support to support our recruiting efforts and onboarding activities. Works with client and staff prospects in the recruiting cycle, schedules interviews, corresponds with candidates, maintains candidate database. An excellent communicator and organizer, the recruiting assistant will handle career fair event logistics and occasional travel arrangements for fly-ins and candidate visits, under the guidance of the Marketing + Growth Director.

#### Starting Salary Range:

\$17 - \$20 hourly

Part-time, in-person, 20 hours/week.

Approximate schedule: 9:00 a.m. to 2:00 p.m., Monday to Friday.

#### Education Required:

- Associates degree or 2 years related experience in a professional setting
- Bachelors preferred in Marketing, Communications or Business
- Excellent written and verbal communication skills
- Skilled at crafting correspondence
- Demonstrated ability to work independently while exercising good judgment
- Positive can-do approach combined with a commitment to delivering exceptional service to internal and external clients

#### Duties + Responsibilities:

- Schedule/Calendar assistance. Daily review of upcoming schedule commitments. Maintain updated calendar and prompt Director regarding upcoming meetings or appointments. Responsible for scheduling calendar items, event registrations and travel plans. Reserves conference rooms for scheduled interviews and client meetings.
- Correspondence administrative support. Sort, open and review incoming correspondence and e-mails to determine where the Recruiting Assistant can meet immediate prospective staff recruiting needs and to determine the urgency of response needed. Daily monitors the recruiting inbox as well as messages on recruiting boards.
- Recruit and prospect service support. Keep Director apprised of urgent needs and help prioritize and assist with prompt responses. Where appropriate, provide proactive support for prospect and recruit needs.
- Phone Coverage. Answers phone calls and review voicemails. Assists prospects and recruits immediately if possible and serve as the liaison for a timely response by the Director.
- Administrative Support. Maintain real time tracking of candidate pipeline.



Organize/prepare documents and presentations for interviews and recruiting fairs. Scan, upload and file interview documentation and intake forms.

- Assist with general administration requests, office cleaning and front desk coverage as needed

#### **Technologies:**

- Proficient with Microsoft Excel, Word, Outlook and Adobe Reader/Pro, InDesign
- Previous experience with applicant job boards system is preferred
- Experience with Pipedrive, WordPress, Indeed and LinkedIn
- Ability to operate general office equipment

#### **Competencies:**

- Ability to work independently
- Self-motivated with strong initiative skills
- Ability to maintain a high level of accuracy and confidentiality
- Excellent verbal and interpersonal communication skills and present a professional image
- Must be organized and have the ability to set priorities and meet deadlines while working independently

#### **Work Environment:**

Primary work location is an office environment with considerable time spent at a desk viewing a computer monitor. Workspace is relatively free from unpleasant environmental conditions, noise or hazards.

#### **Physical Demands:**

Primarily sedentary, lifting up to 10 pounds regularly. Continuously requires vision, hearing, talking, and keyboarding. Frequently requires multi-tasking, working closely with team members, fine dexterity for repetitive, detail-oriented work. Occasionally requires time pressures, frequent changes of tasks, moving between workspaces or meeting rooms, carrying, reaching, and bending or crouching.

#### **Disclaimer:**

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be constructed as an exhaustive statement of essential functions, responsibilities or requirements.

#### **How to apply:**

If this sounds like the opportunity you have been searching for, we would love the opportunity to connect.

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