**Recruiter**

Our client is looking for a Recruiter with full-cycle recruiting experience, from talent sourcing and attracting candidates to interviewing and hiring great employees. The Recruiter will collaborate with department managers to proactively identify future hiring needs. As they continue to grow, they need a dedicated and passionate team member to ensure their company attracts, hires, and retains the best employees.

**Position Responsibilities:**

* Design and implement an overall recruiting strategy
* Develop and update job descriptions and job specifications
* Perform job and task analysis to document job requirements and objectives
* Prepare recruitment materials and post jobs to appropriate job boards/websites/colleges etc.
* Screen candidate resumes and job applications
* Conduct interviews using reliable recruiting and selection tools/methods
* Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes
* Onboard new employees
* Monitor and apply HR recruiting best practices
* Provide analytical and well-documented recruiting reports to the rest of the team
* Act as a point of contact and build influential candidate relationships during the selection process

**KNOWLEDGE, SKILLS AND ABILITIES:**

Education: Bachelor’s degree in human resources, business management or related field

* Proven work experience as a Recruiter (either an in-house recruiter or a staffing agency recruiter)
* Solid ability to conduct different types of interviews (structured, competency-based, stress, etc.)
* Hands-on experience with various selection processes (phone interviewing, reference check, etc.)
* Strong decision-making skills
* Understanding of personnel and compliance record management
* Excellent written, verbal, and interpersonal communication abilities
* Proficiency with or the ability to quickly learn HRIS and talent management systems
* Proficiency with Microsoft Office (Excel, Outlook, Word)

Apply at: <https://corporate-ladder.com/job-seekers/jobs/>