

The Recruiter will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization. This includes screening, interviewing, and matching applicants to client job orders, as well as developing and maintaining client and temporary employee relationships. These activities will be conducted in an effective and efficient manner resulting in a satisfactory user experience for all involved.

**Schedule:**

Monday-Friday, 8am-5pm, Remote Optional Friday

**Pay:**

\$22.26 - \$26.00 per hour

**Job Duties:**

- Develops, facilitates, and implements all phases of the recruitment process.
- Collaborates with client and/or salesperson 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.
- Create and post jobs, monitor activity including monthly budget and respond to candidates timely.
- Screens applications and selects qualified candidates.
- Oversees preparation of interview questions and other hiring and selection materials.
- Match appropriate employees to job orders by conducting phone, web-based and in-person interviews.
- Submit summaries and resumes of qualified candidates to clients.
- Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Complete pre-employment references, employment verifications, drug screens and background checks.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Conducts onboarding and arranges details for first day of assignment.

- Perform arrival and quality checks on employees.
- Manage temporary workforce through ongoing contact with temporary employees both on and off assignment.
- Redeployment of the temporary employees when possible.
- Establish and maintain client relations, which include customer care calls, conflict resolution and guidance on industry trends and market conditions.
- Maintain ATS database and files, which includes job orders, client, and candidate information.
- Provide resume feedback and assistance.
- Counsel and conduct disciplinary actions of employees, which may include termination.
- Continuous, proactive recruitment activities, including participating in job fairs, job boards, social media, and marketing campaigns.
- Establish and maintain relationships with local recruiting sources.
- Act as On-Call Recruiter, answering phone calls and emails as needed after hours.
- Ensure client has completed all client agreements.
- Verify the work site has been toured and a safety inspection by an NWS or RSG representative has been completed before placing an employee at that location.
- Tour client worksites with Account Manager/Executive.
- Research and respond to requests for employee information, including unemployment inquiries, hearings, and employment verifications.
- Complete weekly and monthly reports as required.
- Cover for and backup Recruiting Coordinator.
- Prioritize and convey pertinent information to management, employees, and clients promptly.
- Performs other duties as assigned.

**Education and Experience:**

- High School Diploma is required.
- Bachelor's degree in human resources or related field, or equivalent work experience, is preferred.

- Two years of human resource experience, and/or experience in the recruitment and hiring process is required.

**Work Environment:**

Professional office environment. Uses PC, telephones, and other stand office equipment. Some driving may be required.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Reasonable accommodation may be made as required.