

Human Resources Recruiter – Job Description Summary

Under the general supervision, the Human Resources Recruiter manages the recruitment process to maintain the required staffing levels for the organization. The position is accountable for pre-screening and interviewing applicants, completing background, credit and reference checks, administering applicable pre-hire assessments, arranging internal hiring manager interviews, reviewing compensation and preparing offer letters to selected applicants. Behavioral interviewing skills, general knowledge of clerical and specialized job functions within the organization, and a solid understanding of HR policies and procedures along with federal and state laws regarding employment practices and reporting requirements is required.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Certificates, licenses, registrations
- Physical demands
- Work environment
- Mental demands