

**Position Profile:**

The Recruiter manages full-cycle recruitment for permanent CURiO roles and temporary assignment contractor roles. In addition, the recruiter is heavily engaged in employee retention programs. This position requires an extremely perceptive person who is highly skilled at relating to individuals at all levels within the organization, balancing and supporting employee goodwill and business needs. This position has no direct supervisory responsibilities but does serve as a coach and mentor for other positions in the department, as well as the general employee population.

**Work Responsibilities:****Recruitment:**

- Develops relationships with hiring managers, fostering an open environment to connect and collaborate on open roles.
- Conducts full cycle recruiting, following the HR documented standard process for recruitment.
- Manages the employee referral program.
- Owns the Applicant Tracking module in Bamboo HRIS.
- Prepares and routes the offer letter packet for new employees.
- Manages the pre-employment process, including communication, screenings, IT coordination.
- Conducts new employee onboarding. Partners with IT to facilitate and improve new employee technology onboarding.
- Works with hiring managers to ensure a full first-month schedule is prepared for new employees.
- Manages conversions of temporary to permanent employee status.
- Onboards temp/contractor personnel.
- Maintains knowledge of all benefit programs across all locations and can assist candidates with general benefit questions.
- Manages and maintains relationships with all temp and staffing agencies. Ensures MSA, contracts, certificates of insurance, billing information, and other pertinent documents are obtained and up to date.

**Retention:**

- Highly engaged in the employee development program.
- Prepares and routes offer letters for promotions, and development assignments.
- Participates in conducting in-person employee training as needed.
- Manages job description review & revisions, both ad hoc and annual updates. Owns the job description summary spreadsheet and maintains updates.

**Policy/Compliance:**

- Maintains knowledge of and able to interpret, communicate, and enforce all policies included in the employee handbook.
- Ensures compliance with federal, state, and local employment and benefits laws and regulations.
- Administers various human resource plans and procedures for all personnel; assists in the development and implementation of personnel policies and procedures
- Participates in developing department goals, objectives, and systems.

**Leadership:**

- Supports CURiO Cornerstones and strives for individual and functional leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Engages in a strong team atmosphere and positive team culture, fostering collaboration across the organization and ensures teams are working cross-functionally to meet CURiO goals.
- Actively participates in and lead by example through all change management initiatives, including proactive communication and support of company initiatives, programs, and policies.

**General Responsibilities:**

- Follow all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follow all safety guidelines and policies. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position may require extended work hours as necessary to meet employee needs. Performs other work as assigned.

**Minimum Qualifications**

- Bachelor's degree in human resource management or a related field or experience.
- Three years of employee recruitment experience, including hourly and salary roles.

**Computer and/or software qualifications:**

- Basic level of proficiency in Microsoft Excel, Word, Outlook

**Preferred Qualifications**

- Experience in managing an Applicant Tracking System
- HRCI Professional in Human Resources (PHR)
- SHRM Certified Professional (SHRM-CP)

**Core Competencies:**

- Ability to provide organization leadership, maintaining a pulse on employee culture and leading by example.
- Knowledge of general business principles and high acumen for human resources best practices and principles
- Ability to communicate and interact effectively with managers, co-workers, customers, vendors, and other partners.
- Ability to diffuse and respond effectively to situations involving intense pressures and/or unpredictable situations.
- Ability to hone and present information – both written and verbal – appropriate for the audience and to the desired effect
- Ability to work effectively within a cross locational team environment
- Ability to deliver effective written and verbal presentations
- Ability to analyze complex information and develop plans to address identified issues.
- Skill in completing assignments accurately and with attention to detail.
- Ability to interpret and apply laws, regulations, policies, and procedures.
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs.
- Skill in giving full attention to what other people are saying, taking time to understand the points being made and asking questions as appropriate
- Ability to process, maintain and protect employee and company confidential/proprietary information

**Travel Requirement:** Less than 10%

**Working Environment and Physical Demands:**

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels.

- Ability to sit for hours at a time, viewing computer monitors on a constant basis. Some walking and standing relative to interaction with other personnel.
- Occasionally required to lift and/or move items weighing 10 – 15 pounds.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments is possible.

*\*\* Note: This job description does not restrict CURIO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*