



Corporate Recruiter

Oliver Inc. is seeking a Corporate Recruiter for its New York location. The Corporate Recruiter is responsible for the professional and administrative work involved with the full-cycle recruiting process for all locations of the organization.

Responsibilities:

- ✓ Full life cycle recruiting responsibilities for high-volume exempt and non-exempt positions
- ✓ Develop and maintain an Applicant Tracking System.
- ✓ Conduct sourcing and recruiting activities to create a pipeline of candidates based on each location's needs.
- ✓ Analyze ROI of recruiting efforts by source and cost, including retention and performance of new hires.
- ✓ Professional and social networking expertise, including using LinkedIn for recruiting
- ✓ Search resumes on career boards and cold-call candidates.
- ✓ Networking with industry associations
- ✓ Source vendors (search firms and temporary agencies)
- ✓ Write and maintain job descriptions.
- ✓ Write and place ads and manage internal job postings.
- ✓ Review/screen resumes coming through internal candidates, job postings, etc.
- ✓ Schedule and conduct phone screens with candidates.
- ✓ Schedule on-site interviews for corporate location and with management and/or HR team members at each facility.
- ✓ Actively communicate with candidates throughout the interview and onboarding process.
- ✓ Conduct reference and background screens (credit checks, MVR's) and coordinate pre-employment drug screens.
- ✓ Create offer letters; extend offers; work with VP of HR on negotiating salaries.
- ✓ Create relationships with high school, colleges, and trade schools; responsible for successful campus program implementations to be the employer of choice for new graduates.
- ✓ Maintain current and accurate Recruiting Report and HR metrics reports.
- ✓ Manage the employee referral program.
- ✓ Attend and coordinate job fairs.
- ✓ Assist with determining and administering pre-employment tests for candidates.
- ✓ Coordinate internal new-hire activities including nameplates, business cards, computer equipment, etc.
- ✓ Coordinate new employee on-boarding and orientation process in partnership with HR team members.
- ✓ Conduct and follow up on the effectiveness of new hire onboarding process.
- ✓ Assist with the development of training content for classes such as interviewing skills, and assist with delivery.
- ✓ May participate in salary surveys
- ✓ Performs other HR duties as assigned.

Qualifications:

- ✓ Bachelor's degree in Human Resources, or related field or equivalent
- ✓ Minimum of three years of high-volume recruiting experience, experience in creating and maintaining a pipeline of candidates strongly preferred
- ✓ Experience with college recruiting and developing relationships with college graduates
- ✓ High level of proficiency in Microsoft Office software including Word, Excel, and Outlook. Moderate proficiency in PowerPoint. Openness to using new technologies.
- ✓ High level of proficiency in working with Applicant Tracking Systems
- ✓ Proven success in interviewing and selecting high-quality candidates and ability to influence hiring managers on candidate selection
- ✓ Strong project management and organizational skills with a keen ability to handle multiple priorities simultaneously, and adhere to deadlines
- ✓ Ability to work collaboratively and respectfully with a variety of individuals across the organization at all levels
- ✓ Responsibly handle confidential and sensitive information appropriately
- ✓ Strong verbal and written communication skills including the ability to prepare clearly written summaries and analysis of candidate qualifications
- ✓ Initiative; ability to remain calm when faced with heavy workload
- ✓ Provide exceptional service to candidates, employees, and managers by responding to inquiries quickly, completely, and professionally

