

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Human Resources

DEPARTMENT: Administrative Services

TITLE OF POSITION: Recruiting Specialist

IMMEDIATE SUPERVISOR: Recruiting Coordinator

NORMAL WORKING
HOURS AND SCHEDULE: Fulltime M-F with flexibility with some Weekend hours as needed.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) High School Diploma /Ged required and some college is preferred 2) Some Experience with Recruitment and onboarding preferred; 3) Excellent organizational and communication skills required along with a customer service orientation; 4) Ability to learn and apply recruitment and onboarding processes; 5) Knowledge of computer programs including Microsoft XP and Excel and others as required; 6) Ability to maintain confidentiality; 7) Familiarity with laws, regulations and best practices applicable to hiring and recruitment, preferred; 8) Ability to work independently, motivate others, handle many tasks concurrently, and meet deadlines; 10) Ability to acquire clear understanding of all jobs assigned for recruitment and be able to promote them to potential candidates; 11) Excellent interpersonal and communication skills required; 12) Ability to sit for extended periods of time.

POSITION RESPONSIBILITIES

1. Logs all applicants into the HRIS and tracks all application sources including referral sources as applicable.
2. Interviews prospective hires, conducts all required background registry checks, completes tb testing, professional licenses, employment eligibility verifications (diploma, age and I-9) driver's licenses, insurance, and driving record and drug screen as needed.
3. Works with department directors on placement of new hires and makes offers accordingly.
4. Completes onboarding process, including new hire paperwork, fingerprinting and all required training paperwork.
5. Routes all PR-110's timely and ensures all payroll documentation is routed to business office timely.
6. Assists with inputting and tracking all turnover data.
7. Coordinates assignment of company email addresses, ID cards, key fobs, union cards (as applicable), time- keeping details, and important contact information for all new hires.

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- 8. Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- 9. Plans, prepares for, attends and participates in college job fairs and recruiting events.
- 10. Works cooperatively with the HR, Training, and leadership team.
- 11. Actively promotes a positive culture embodying compassion, teamwork, and excellence within the organization.
- 12. Communicates professionally and effectively at all times.
- 13. Creates all employee files and maintains all records and follows checklists thoroughly.
- 14. Processes all terminations promptly and updates all spreadsheets, systems and departments of these.
- 15. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual’s right to be free from abuse and neglect.
- 16. Exemplifies Corporation philosophy and follows all policies and procedures.
- 17. Performs related responsibilities, activities, and duties as required.

List of positions directly supervise.
If more than eight, list totals only.

Signature of Employee Date

Signature of Department Director Date