

SYCAMORE SERVICES, INC.
POSITION DESCRIPTION

TITLE: Recruiter

DEPARTMENT: Human Resources

JOB ANALYSIS CONDUCTED: March 2021 REVISED: n/a

Note: Statements included in this description are the essential functions of this position.
 Other non-essential functions may be

Relationship

Reports to: Director of Human Resources and Quality Assurance

Supervises: None

Other Internal contacts: All Staff

External contacts: n/a

Work environment: to be determined

Job Summary:

Provide administrative support to the Director of HR/QA. Coordinate recruiting efforts throughout the agency. Carry out administrative and clerical functions of Recruitment. Provide support to all departments for Staffing Needs. Serve as customer liaison through telephone and electronic communication. Collect and distribute updated Open Requisition Status to all Directors. Produce reports of all filled positions, time-to-fill ratio's, and all turnover. Assist COO with special projects as assigned.

Minimum Qualifications:

- A. 2 years minimum experience, in a full-time recruiter role.
- B. 1 year preferred experience in HealthCare Recruiting
- C. 1 year preferred experience in non-profit environment
- D. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- E. Strong emotional intelligence with the ability to read people, show empathy and work to solve problems.
- F. Highly versatile and resourceful team player, with ability to also be self-motivated and work independently.
- G. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service and response

- H. efficiency
- I. Excellent presentation and communication skills, both written and verbal.
- J. Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- K. Advanced knowledge of Outlook, Word, Excel, Power Point, Teams, Zoom, etc.
- L. Demonstrated abilities in problem solving and conflict resolution.
- M. Good working knowledge of rehabilitation services and programs
- N. Ability to handle front desk and reception responsibilities with a basic understanding of bookkeeping and accounting principals.

Essential Functions:

- A. Recruitment
 - 1. Compose, prepare and post Job Openings.
 - 2. Maintain All Requisition Report
 - 3. Fill Minimum of 3 positions per week, once trained.
 - 4. Work with hiring managers to assess needs.
 - 5. Prepare reports or memorandums for external and internal distribution.
 - 6. Collect and report recruitment data as requested.
 - 7. Compile and format monthly and annual data for headcount review.
 - 8. Conduct research, interpret data, recommend job posting boards.
 - 9. Conduct Job Fairs, both virtual and in-person.
 - 10. Collaborate with local learning institutions for collaboration of hiring graduating students.

- B. Office Administration
 - 1. Provide coverage for response to job postings.
 - 2. Coordinate and facilitate pre-screens, interviews, both virtual and in-person.
 - 3. Respond to inquiries regarding staffing needs, staffing programs, or other recruitment services by accessing appropriate resources.

- B. Sycamore Services Team
 - 1. Promote and uphold the agency mission statement.
 - 2. Maintains discretion and confidentiality of sensitive information.
 - 3. Respond to staff inquiries by providing information or appropriate resources.
 - 2. Perform other duties as needed.

- E. Other duties as assigned

Employee Signature

Date

Employee Printed Name