



Position Title: Corporate Recruiter (HR Admin)

Roles and Responsibilities

Recruitment 75%

- Sourcing Candidates in Key Independent Development Services (KIDS) sponsored and external databases
- Creating Community Partnerships to post hiring needs to their job boards and or disseminate to the proper liaison in said organization
- Creating internal hiring events and attending community recruitment events
- Building relationships in community to both education and present on KIDS hiring opportunities and practicums and internships
- Development partnerships with local colleges, universities, and trade schools to create continual pipeline of prospects for hire.
- Help to create and post marketing on behalf of KIDS recruitment
- Lead the interview process with phone screens, scheduling, follow up calls and declination calls; encourage KIDS list serve as opportunity to stay informed.
- Create and manage an internal recruitment system for HR team communication.
- Check all recruitment mediums daily; follow up with contacts in fluid, urgent capacity.

Onboarding 10%

- Support HR function of completing reference checks on offers extended for hire
- Support HR leadership in properly filing onboarding documents in personnel files
- Have a pleasant disposition to support the company culture of KIDS for new hires and employees

Administrative Tasks 10%

- Support overall HR functions recruitment, onboarding, employee engagement
- Daily Office tasks in support of HR Functions
- Support office administration and functionality as practicable and necessary

Special Projects 5%

- Social Activities Overseer. Assist HR Coordinator with Engagement activities, recognition, and total rewards, as well as HR community events.

Education and Experience:

Bachelor's degree. Preferred in Human Resources, business or other related field of study.

KSAOs (Knowledge, Skills, Abilities, Other Characteristics)

General Human Resources functions, Sourcing and Recruitment, Interpersonal Skills, Leadership Competency, Negotiations, Some Compensation, Total Rewards, Typing, Business Acumen, Reliable, Personable, Communication with internal and external stakeholders, Event Planning and Career Expos experience preferred, Familiarity with Human Services field and mental health a benefit but not required.

Supervisor: Director of Human Resources

Pay: Annual Salary range: \$35,360 - \$43,680

Benefits: Ancillary benefits, Holiday Pay, Paid Time Off, Total Rewards Incentives* (performance merits, stipends, educational reimbursements).

*Qualifications required