**Position Description**
Bittersweet Farms is a world renowned leader in serving individuals with autism. We are seeking candidates for a part time Recruiting Specialist, working 25 hours per week. The Recruiting Specialist will coordinate the internal job posting process, conduct outside recruitment of qualified candidates to fill all non-exempt positions, place recruitment ads, conduct phone interviews, and coordinate interviews with hiring managers. The Recruiting Specialist will also conduct background, MVR, and reference checks, lead bi-weekly staffing meetings, and analyze recruitment data to present at each meeting. They will assist in tracking and monitoring performance metrics such as Time to Post, Time to Fill, Hiring Manager satisfaction, etc. and create action plans if needed.

The right person will possess high energy with a sense of urgency in responding to organizational needs. Also, this position requires exceptional interpersonal and phone skills. Qualified candidates must have excellent computer skills, including the use of Word, Excel, Outlook, and prior HRIS experience. A Bachelor's Degree preferably in Human Resources is desired but extensive recruitment experience will be considered in lieu of a degree.

Please visit our website at www.bittersweetfarms.org to learn more about us and complete an application or apply directly at https://bsf.ninjagig.com. You may also fax your resume to 419-875-5593 or mail to: Bittersweet, Inc, 12660 Archbold Whitehouse Road, Whitehouse, OH 43571