



RUDOLPH LIBBE INC | GEM INC | GEM ENERGY | RUDOLPH LIBBE PROPERTIES | LEHMAN DAMAN

JOB TITLE: Recruiter

DEPARTMENT: Rudolph Libbe Group Human Resources

REPORTS TO: Kendallyn Jacobs, HR Operations Supervisor

JOB DESCRIPTION

The Recruiter will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the Rudolph Libbe Group.

JOB RESPONSIBILITIES

- Develops, facilitates, and implements all phases of the recruitment process
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization
- Assists with job posting and advertisement processes
- Screens applications and assists in selection of qualified candidates
- Designs interview process, schedules interviews, and oversees preparation of interview questions and other hiring and selection materials including scheduling assessments
- Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders
- Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details
- Sources candidates through internal and external application process, passive recruiting, and staffing agencies
- Maintains relationships and contracts with staffing agencies
- Ensures compliance with federal, state, and local employment laws and regulations, and organization policies
- Attends and participates in college job fairs and recruiting sessions
- Must be able to travel on various recruiting assignments
- Performs other duties as assigned

SKILLS

- Excellent verbal and written communication skills
- Excellent diplomacy and interpersonal skills with proven experience in effective relationship management
- Ability to take a consultative approach collaborating with internal customers to provide staffing solutions
- Ability to create and implement sourcing strategies for recruitment for a variety of roles
- Proactive and independent with the ability to take initiative

- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to work well in a fast-paced environment, manage multiple projects, and meet deadlines
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment
- Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems
- Ability to measure and analyze metrics required
- Proficient in Microsoft Office Suite and industry software

EDUCATION / EXPERIENCE

- Bachelor's degree in Human Resources or related field, or equivalent work experience, required
- At least two years managing all phases of the recruitment and hiring process highly preferred
- SHRM-CP or PHR preferred

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Must be able to travel on various recruiting assignments

Interested parties should apply on our website at www.rlgbuilds.com/careers.

The Rudolph/Libbe Companies, Inc. is an Equal Employment Opportunity Employer.