

ADF International is seeking an experienced Recruiter to join our team. The Recruiter will be responsible for sourcing candidates, interviewing, maintaining an accurate ATS system and helping further improve the recruitment strategy.

Office Schedule: Monday through Thursday 7:00 - 4:30pm and Friday 7:00 - 12:00pm

### **Duties Summary/Responsibilities:**

- Assist with the development of a comprehensive recruitment strategy
- Actively recruit specific positions as needed and directed
- Field employment phone calls and walk-ins
- Greet job seekers and provide applications, answer employment questions
- Utilize applicant tracking system to ensure all candidates are reviewed and contacted in a timely manner; maintain appropriate hiring status on all applicants to ensure proper tracking; keep updated notes of all candidate contacts
- Review applications to determine candidates qualifications for a screening interview
- Schedule and conduct initial screening interviews
- Attend local and regional career fairs
- Act as liaison between ADF, trade schools, colleges, Job Corps, and employment agencies
- Develop employment advertising
- Develop job descriptions and responsibilities for new positions/modify existing documentation as necessary
- Provide a weekly report on key activities, meetings or other notable activities worked on during the week. Include a brief look ahead of activities for the following week and/or upcoming near term events.
- Conduct interviews for all production employees in conjunction with Foreman of the respective area
- Conduct exit interviews with employees that voluntarily resign
- Assist in planning and managing the recruitment and selection of staff. Post advertisements for new employee as well as interview and assist in the selection of applicants
- Provide prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits
- Make job offers, check references, assist with new hire paperwork and new hire orientation
- Other duties as assigned

### **Knowledge Skills and Abilities:**

- Bachelor's degree in Human Resources or Business preferred
- Prior experience in recruitment, marketing, and/or sales
- Solid interpersonal, organizational, and planning skills
- Knowledge of EEOC Guidelines
- Familiarity with federal and state discrimination laws
- Familiarity with Microsoft Office and ATS/HRIS systems
- Ability to Travel Regularly

### **Physical Requirements:**

Must be able to regularly sit, walk and stand for varying lengths of time. Must be able to repetitively articulate hands, wrists etc. to operate standard office equipment; and perform those similar activities while seated as well as perform computer work for various lengths of time. Will need to be able to reach with hands and arms; and lift up to 25 pounds occasionally.