

JOB DESCRIPTION

Recruiter

Updated 01-11-12

These requirements are representative, but not all-inclusive, of the knowledge, skill and ability required of the company Recruiter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A Bachelor's degree with concentration in Human Resources, Business Administration or a related field.
- Excellent listening and interpersonal skills.
- 3-5 Years of recruiting experience.
- Exceptional written and oral communications.
- Creative problem-solving abilities in leadership roles.
- Interpersonal skills which relate well to a diverse workforce.
- Visibility requires maintaining a professional appearance and providing a positive company image to the public.
- Knowledge of employment laws.
- Strong interpersonal and communication skills.
- Ability to analyze data and provide recommendations.
- Experience with working in a dynamic, fast-paced environment.

