



ENGAGING SOLUTIONS

Position Description

Company Description:

Engaging Solutions is an award-winning management consulting firm. Our employees voted us Top Work Place 2016-2018. We engage with our clients to create effective solutions for specific business challenges. Our talented team of experts works collaboratively with government agencies, small businesses and Fortune 500 companies to resolve complex issues. To learn more visit www.engagingsolutions.net.

Position Title:	Recruitment Specialist
Reports To:	Managing Principal
Position Status:	Exempt
Salary:	\$50,000 - 60,000 Annually

Purpose:

The Recruitment Specialist will be responsible for managing the recruitment and hiring of Engaging Solutions' internal and external staff. The purpose is to streamline the recruitment and hiring process to meet the needs of our clients while developing novel mechanisms to engage candidates from various backgrounds. The Recruitment Specialist must be detailed oriented to ensure that each hiring goal is met by the given deadline.

Primary Responsibilities:

- Coordinate all aspects of the recruiting, selection, and hiring process, including but not limited to recruitment, networking, identifying and assessing candidates, conducting pre-screens, facilitating interviews, and gathering candidate data, conducting background checks including scheduling drug testing
- Design and implement overall recruiting strategy
- Maintain active pool of candidates for various internal and external positions
- Act as point of contact and build influential candidate relationships during selection process
- Research and attend hiring events based on recruitment needs
- Provide analytical recruiting reports to hiring managers
- Develop and maintain contacts with schools, alumni groups, and other public organizations to assist in recruiting
- Prepare recruitment materials
- Promote company's reputation as "best place to work"
- Screen candidates resumes and job applications
- Assess applicants' relevant knowledge, skills, and experiences through pre-screening
- Develop an employment brand and recruitment strategies (sourcing, developing recruitment videos, recruitment tools)
- Administer and organize skills assessments
- Host in-house Open Interviews

- Monitor and apply HR recruiting best practices
- Assist in developing and writing position descriptions and job specifications
- Post job openings for internal and external advertising
- Serves as backup in conducting onboarding process for all new hires
- Other duties, as assigned

Minimum Qualifications:

- Proven experience as a Recruiter;
- Bachelor's Degree is required; BS/MS in Human Resources Management preferred;
- At least 5 to 7 years of previous experience in Human Resource and/or Recruiting;
- Solid ability to conduct various types of interviews (structured, competency-based, Skype, in-person, and phone)
- Hands on experience with various selection processes (phone interviewing, reference check, etc.)
- Ability to work well with others;
- Familiarity with HR databases, Applicant Tracking Systems (ATS), and Candidate Management Systems (CMS)
- Proficiency in Microsoft Office (including Word, Outlook, PowerPoint, Excel);
- Excellent time management skills and ability to multi-task and prioritize workload;
- Attention to detail and problem-solving skills;
- Ability to work in fast-paced and changing environment;
- Self-starter with the ability to process change quickly;
- Excellent interpersonal skills
- Excellent written and verbal communication skills;
- Strong organizational and planning skills;
- A creative mind with an ability to suggest improvements;
- Hands-on experience with recruiting software and applicant tracking systems like Fieldglass, Ariba, and Beeline is preferred;
- State and national travel required;
- Valid driver's license and car insurance required.

Physical Demands/Work Environment:

Ability to continuously stand or walk. Ability to lift up to 25 pounds, occasionally. Vision and Communication skills to exchange information. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.