



Staff Talent. Build Solutions. Engage Community.

Job Description

Job Title: Recruiter
Location: San Jose, CA
Pay Range: \$23 - \$27

Essential Duties and Responsibilities:

- Develop and implement strategic initiatives for recruiting talent in volume; typically, in manufacturing, hospitality, project-based roles
- Partner with company leaders and client to forecast and develop plans for key staffing initiatives
- Manage full cycle recruiting process to meet the various staffing goals across all levels; sourcing, testing, interview prep, onboarding, building a pipeline of candidates ready to be submitted etc.
- Develop strong relationships and partner with hiring manager, business leaders and HR
- Use personal network and social media outlet to market current openings and find candidates
- Find new ways of attracting candidates; University connection, other online portals, networking events
- School campus recruitment; attend office hours, college fairs, college website posting etc.
- Ability to manage an internship program when required
- Comfortable working onsite and work face to face with client/s when required
- Work closely with client/s to maximize effectiveness of recruiting process
- Track and report key metrics designed to measure and predict staffing activity
- Regular follow up with the respective client/s and candidates to ensure timeliness of recruitment process

Minimum Qualifications and Experience:

- 2 years or less experience in Staffing/Recruitment and experience supporting a volume account
- Strong understanding and ability quickly learn how to recruit for all types of roles
- Strong sense of urgency, accountability, innovation, fearless and passion for the work we do
- Connected brand ambassador
- Excellent inter-personal skills, communication skills and team-based project experience
- Clear understanding of the end-to-end recruitment lifecycle processes
- Must have experience on mapping and sourcing resumes from all sources
- Ability to use social media; both personal and professional to help market job openings
- Proficient computer skills including Microsoft Office and in-depth knowledge of data mining and internet research
- Some understanding in general HR functions