



JOB POSTING

Job Title: Recruiting Specialist	Department Manager: Brenda Reichert
Department: Human Resources	Date Posted: 11Feb22

RECRUITING SPECIALIST

The Recruiting Specialist performs assignments involving recruitment, sourcing, selection and placement of positions.

RESPONSIBILITIES

- Work closely with managers to gain a comprehensive understanding of the company’s hiring needs for each position
- Manage the full recruiting lifecycle across a variety of open roles helping management find, hire, and retain quality talent
 - Screening/ qualification of candidates
 - Coordination and scheduling of interviews
 - Offers
- Partner with outside recruiters
- Stay active with current job boards, social networks, and platforms to find talent
- Develop and release job postings on platforms, such as social media and job boards
- Attend job fairs and hiring events
- Develop and maintain a database of candidate records, including active and passive prospects, past employees and other candidate relationships
 - Follow up on interview process status and update records in internal database
- Maintain the integrity and confidentiality of all recruiting and other human resource information
- Maintain knowledge of HR best practices
- May perform or assist with other HR duties as assigned.

EDUCATION and/or EXPERIENCE

- Associate's degree (A. A.) or equivalent from two-year college or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience.
- Experience recruiting in the life sciences field a plus.

Equal Opportunity Employer