



<https://reliablestaffing.com/job/recruiting-specialist-full-time-rscny4108/>

Recruiting Specialist-Full Time-RSCNY4108

Description

Reliable Staffing New York is currently seeking a self-motivated and experienced

Recruiting Specialist to work in our busy and fast-paced branch office. The recruiting specialist must be able to fill positions in a variety of industries. Jobs include, but are not limited to, administrative, medical, executive, engineering, sales, marketing, accounting, finance, IT and skilled labor.

Job Duties Include: Source, identify and recruit temporary, temp-to hire and direct employees by adhering to the recruiting schedule and procedures. Must be able to effectively and efficiently fill positions within a 24 hour timeframe upon receiving a job order from an existing or current client. Initiate telephone contact to a minimum of 50 applicants per day. Contact a minimum of 50 businesses per day to generate leads and potential new business. Post job and source applicants utilizing internet job boards, walk-ins, applications/resumes currently on file, social and professional networks, college/technical school career centers, newspapers, referrals, unemployment offices and professional networks. Review and evaluate applications and/or resumes and pre-screen qualified applicants. Schedule and conduct interviews with selected and qualified candidates. Make offers to qualified and selected candidates and provide job information and start date/time. Conduct pre-employment screening process. Ensure employee completes all required new hire paperwork. Maintain all pertinent applicant and employee information in the Reliable Staffing database. Direct supervisor for temporary and temp-to hire employees. Serve as first point of contact for payroll and HR related inquiries. Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks. Avoids legal challenges by understanding current legislation; enforcing regulations with managers; recommending new procedures; conducting training. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Accomplishes human resources and organization mission by completing related results as needed. Build, maintain and provide excellent service to Reliable Staffing clientele. Recognize and generate new business opportunities and offer additional service and products to current clients. Perform other special projects as assigned.

Job Location

501 Fifth Avenue, 3rd Floor, 10017, New York, New York, United States

Date posted

November 2, 2023

Base Salary

\$ 89,200

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

RSCNY4108

Industry

Human Resources

Qualifications

Minimum Skills/Qualifications:

Must have a minimum of 2 years of experience with high volume recruiting, preferably at a staffing agency. Excellent verbal and written communication skills. Previous customer or client service experience. Sales and business development experience is helpful. Must be organized, professional and have a sense of urgency towards client, employee and company needs. Knowledge of employment law. Proficient with MS Office. Experience with HRIS, Applicant Tracking Systems and Payroll Systems is a plus.

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