



Job Description

Job title	<i>Recruiter</i>
Reports to	<i>Human Resources Director</i>

Job purpose

The Recruiter will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization.

Duties and responsibilities

- Develop and maintain a network of construction industry relationships for purposes of building a pool of skilled craft workers and professionals for possible hire as the need arises; identifies and implements other efficient and effective recruiting methods.
- Develops, facilitates, and implements all phases of the recruitment and onboarding process.
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Manages job postings, both internal and external and maintains applicable records in compliance with state law.
- Screens applications and selects qualified candidates to move to the next phase in the recruiting/hiring process, preparing interview questions and other hiring and selection materials.
- Assists with the interview process, attending with managers, directors, and other stakeholders as needed.
- Collaborates with the hiring manager and/or human resource director during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Performs other duties as assigned.

Qualifications

- 10+ years' experience in the construction industry having held positions from Foreman and above preferred; or heavy concentration in recruiting in the construction industry and a network of contacts established.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with good negotiation tactics.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
- Proficient with applicant-tracking software or other recruitment systems.
- Proficient with Microsoft Office Suite or related software.

Working Conditions

- May be expected to travel out of town to work on projects.
- May work irregular hours as business needs warrant.
- Expected to attend job fairs/hiring events on a regular basis.
- Expected to meet with a potential hires or network relations outside of the office.

Physical requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at times.

Direct reports

N/A

Salary Pay Range: \$60k - \$90k DOE

Discretionary Bonus

401k & Profit Sharing Program

Health Insurance

PTO and Holiday Leave