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JOB DESCRIPTION - TECHNICAL RECRUITER

DEPARTMENT: Human Resources

JOB TITLE: Technical Recruiter

REPORTS TO: Human Resources Manager

PURPOSE: The purpose of this job is to recruit technical personnel and recommend candidates for technical positions in the company.

JOB DUTIES:

- Consults with managers concerning the known needs and anticipated trainee needs for the calendar quarter.
- Develops recruiting specifications and determines most effective recruiting methods and sources to attract candidates.
- Develops advertisements for open positions and places ads in most effective media, including journals.
- Selects one or more placement agencies to assist in recruitment process.
- Contacts college placement offices, alumni offices.
- Reviews resumes and applications and conducts screening interviews of likely candidates.
- Checks academic records of candidates and previous work history with former employers.
- Recommends final candidates to hiring manager.
- Guides hiring manager in salary negotiations with final candidates.
- Manages college relations program for the company and maintains positive professional relationships with college and alumni placement staffs and professors.
- Develops a "presence" in the community and marketplace that facilitates contacts by the company.
- Staffs company booth at job fairs.

JOB REQUIREMENTS:

1. Knowledge of recruiting methods and sources to attract candidates.
2. Ability to maintain contacts with schools, placement agencies, alumni groups, and other public organizations that facilitate candidate contacts.
3. Ability to make public presentations at schools, organizations, and job fairs regarding the company and opportunities.
4. Ability to develop recruitment programs, budgets, and collateral, such as brochures about the opportunities within the organization.
5. Willingness to travel extensively on recruiting assignments.
6. Ability to obtain a valid drivers license, maintain proper auto insurance, and travel in inclement conditions on company business.
7. Ability to effectively communicate verbally and in writing.
8. Ability to perform basic mathematical calculations.
9. Ability to legibly document data for record keeping purposes.
10. Excellent communication skills both verbally and in written form in effectively working with managers and likely candidates.
11. Ability to operate all office equipment required to accomplish job duties such as; headset and telephones, computers, typewriters, fax machines, copiers, and calculators.
12. Ability to remain calm and professional during peak periods of activity.
13. Knowledge of organizational methods and the ability to manage multiple tasks/duties simultaneously.
14. Ability to work daily and extended hours as required.
15. Ability to assist in other work related areas as required.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season),

Key:	Occasional	=	0% to 33%	N/A = Not Applicable
	Frequent	=	34% to 66%	
	Continuous	=	67% to 100%	

Standing	Occasional
Sitting	Occasional
Walking	Occasional
Bending/Kneeling/Crouching/Stooping	N/A
Reaching Above Shoulder	N/A
Climbing (stairs, ladders, etc.)	N/A

Working on Heights:

Unprotected Heights	N/A
Protected Heights	N/A
Lifting Weights from 0 to 25 Pounds	Occasional

Push/Pull/Maneuver Equipment/Products/Materials Weighing from 0 to 25 Pounds	Occasional
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Being Around and/or Operating Moving Machinery/Equipment	N/A
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Operating a Vehicle (as a part of your job)	Frequent
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Read/Monitor Gauges on Various Equipment/Machinery	N/A
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Hand Movements:

Recording Data	Occasional
Operating Office Equipment	Occasional
Operating Computer	Occasional
Simple Grasping (right and left)	Occasional
Firm Grasping (right and left)	N/A
Fine Manipulating (right and left)	N/A

Foot Movements to Operate Foot Controls	Frequent
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Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties	YES
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Color Definition Required:	YES
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Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties	YES
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Mobility: Ability to be mobile throughout required work areas.

Office	Frequent
Multiple Locations	Occasional
Plant	N/A
Equipment/Maintenance or Repair Area	N/A
Rough Terrain	N/A
Other	N/A

BASIC MENTAL REQUIREMENTS:

This job requires the mental capabilities to be able to recruit and recommend likely candidates for specified positions within the company.

WORKING CONDITIONS AND EXPOSURES:

Working condition vary as the incumbent is expected to travel frequently to job fairs, schools, etc. Exposure to extremes in weather conditions exist.

TRAINING:

Safety:

Right to Know

Other:

On the Job Training
Employee Handbook

JOB QUALIFICATIONS:

Education

AA Degree in Business Management

Experience

Three years experience in recruiting or Human Resource experience.

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Technical Recruiter

- YES ____ NO ____ I have been provided a copy of the job description, or the job functions have been explained to me.
- YES ____ NO ____ I understand the requirements of this job.
- YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature