

The **Recruiter** is part of the Human Resources team at Miller and Milone, P.C. and should possess a history of successful hires. The candidate is expected to handle between 8 to 25 open positions at any given time. Ideal candidate must be familiar with a variety of recruiting techniques; he or she must maximize technologies to ensure optimum, cost-effective, timely, and high-quality results. Candidate will identify recruiting opportunities by researching new sources for talent, cultivate relationships with industry professionals, and network with college placement officers, Department of Labor personnel, and others to optimize results.

Recruiter Responsibilities:

Utilize search engines to locate prospective candidates' resumes

Work with hiring managers to develop job descriptions

Post job advertisements on a variety of career websites

Screen candidates via telephone; schedule and conduct in-person interviews

Arrange management interviews

Conduct employment reference checks on potential candidates

Identify and coordinate participation in career fairs

Produce reports from our proprietary database to quantify recruiting efforts

Recruiter Position Requirements:

3+ years of recruiting experience; must have corporate versus agency recruiting experience to be considered

Prior experience using an applicant tracking system

Taleo applicant tracking system experience a strong plus

Excellent written and verbal communication and interpersonal skills

High level of professionalism and outstanding judgment

Solid problem-solving skills

Ability to work effectively and efficiently under pressure

Must understand current legislation to avoid legal challenges

Schedule: The position is full-time, Monday – Friday, 9:00 a.m. to 5:30 p.m.

Benefits: Health, Vision, and Dental Insurance Plans, 401(k) Savings Plan, Flexible Spending Accounts, Paid Time Off, and more

An Equal Opportunity Employer

Job Type: Full-time

To apply:

<https://chj.tbe.taleo.net/chj04/ats/careers/requisition.jsp?org=MILLMILO&cws=1&rid=260>