

The Recruiter is part of the Human Resources team for Garden City-based law firm 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 and 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.

### **Responsibilities**

- Utilize search engines and other resources to locate prospective candidates' resumes for 10 - 20 open positions
- 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

### **Requirements**

- Approximately 3 - 8 years of recruiting experience
- Prior experience using an applicant tracking system - Taleo Preferred
- 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

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

*An Equal Opportunity Employer*

*To apply:*

<https://chj.tbe.taleo.net/chj04/ats/careers/requisition.jsp?org=MILLMILO&cws=1&rid=252>