



Certified Laboratories

THIS IS A REMOTE POSITION

Certified Laboratories has a 3-to-4-month contract opportunity for a goal oriented and organized **Human Resources Recruiter** who will support the Company's recruiting functions. In this key role, you will need a proactive attitude, strong organizational skills, can prioritize, and be an effective communicator.

Essential Functions

- Post job openings on various online sources.
- Manage the flow of applicants through the recruitment process.
 - Source candidates through various online applications.
 - Review and evaluate applicant resume.
 - Interview applicants via telephone; discuss position schedule, starting wage, and provide a brief overview of company benefits.
 - Provide candidates with information about the interview process.
 - Coordinate and schedule interviews with hiring managers to determine position and team fit.
 - Maintain continuing communication with the hiring managers and recruiting team regarding interviews, new hires, and potential hires.
- Maintain records on recruiting activities as required.
- Assist with new employee on boarding activities.

Requirements

- Associates degree in Business Management or related field.
- Must have two to three years experience in the Recruiting function.
- Recruitment experience for science focused positions is preferred.
- Knowledge of laws regulating employment and employment practices.
- Strong communication, listening, and interpersonal skills.
- Proactive, can do attitude.
- Must possess the ability to organize and prioritize work.
- Use of appropriate discretion and judgment.
- Proficient Microsoft Excel Skills required; MS Office is a plus.

Certified Laboratories is a nationally recognized laboratory. We are one of the largest independent laboratories in the nation and are located in California, Illinois, New York, Virginia, and Texas. Each of our laboratories has its own area of expertise and is acknowledged as a leader in the field of food, cosmetics, and nutraceuticals safety and analysis.

Certified Laboratories values diversity in its workforce. The company is firmly committed to a policy of Equal Opportunity and will administer its policies in a manner that treats each employee and applicant for employment based on merit. Certified Laboratories will take affirmative action to seek out qualified applicants without regard to race, color, religion, sex, national origin, age, handicap, or veteran status.

If you are interested, please visit us at www.certified-laboratories.com
and for more information contact Ancy Mathew at
amathew@certifiedgroup.com