



Position: Recruiter

For immediate consideration Email Resume: jrostron@partsauthority.com

Company Overview

Established in 1972, The Parts Authority has become one of the largest aftermarket automotive/truck part distributors throughout the country. Since our founding in New York, we have expanded into Washington DC, Georgia, Maryland, Arizona, New Jersey, California and most recently Ohio. We are known for going the extra mile to put our customers first and also having the right parts at the right time. This has kept a great rapport with our customers and has helped us grow as a company over the years to become a leader in our marketplace. We pride ourselves in not only being #1 in customer satisfaction, but also listening to our team members. We believe that in every great team there are exceptional team members!

Each and every team member plays a vital role in our success. We are rapidly expanding and looking for a professional, self-motivated individual to fill the role of Recruiter.

Position Summary

The Recruiter is responsible for all activities relating recruiting and support for our Part Authority Managers and HR Representatives. The ideal candidate will partner with local and regional locations to attract the best talent for the organization. The goal of this position is to create a pool of candidates, in advance of a need, to fill vacancies. Additionally, the recruiter is responsible for finding qualified candidates who embody our vision and values.

The ideal candidate will be dependable, flexible, organized, able to multitask and meet deadlines, so if you have previous recruiting experience and work well in a fast-paced environment, we want to hear from you.

Position Responsibilities

- Sources, screens, recruits, and refers, applicants in a very high-volume environment. Builds pipeline for assigned locations across the country.

- Sources and identifies candidates through referrals, networking, job postings, resume searches, social media and reviewing applications.
- Reviews applications/resumes to match applicants and candidates work history, education, job skills and salary requirements with our current job openings.
- Performs primarily phone screening interviews. Utilizes behavioral interviewing techniques to accurately screen and assess candidates.
- Partners with and refers qualified applicants to hiring managers and HR Representatives for current job openings.
- Follows up on candidate interviews with hiring manager/HR Representatives and obtains feedback on candidate quality.
- Accurately reports on status of filling positions, identifies hiring barriers, implements plan to resolve, escalates issues not resolved timely and is responsible for staffing goals.
- May provide training and coaching to hiring managers in appropriate interviewing techniques, applicant selection and company hiring processes and procedures.
- Develops sourcing contacts and maintains relationships with colleges and local organizations to find and attract applicants.
- May requires participation in local community activities and job fairs to promote candidate interest and Part Authority name recognition.
- Supports and trains HR Staff in assigned facilities on the Applicant Tracking System and Recruitment Flow/Process.
- Acts as an Applicant Tracking System Administrator for assigned locations
- Analyze our policies and procedures and recommends improvements
- Adhere with federal, state, and local legal recruiting requirements
- Collaborate with HR Recruiting team members on various projects
- May support special projects such as systems implementations
- Plan and execute other recruiting related assignments, tasks and special projects as needed

Requirements: Qualifications, Knowledge, Skills and Abilities

- A minimum of 1-2 years of relevant or related recruiting experience that demonstrates an understanding of recruiting policies, procedures and techniques
- Excellent written and verbal communication skills
- Professional public image with the ability to network and establish strong internal and external contacts and relationships
- Strong computer skills with expert knowledge of Microsoft Office. Experience with HRMS/HRIS and ATS programs a plus.
- Strong communication, interpersonal skills and the ability work well with others as part of a team
- Up to date knowledge of legislation as it relates to recruitment and employment offers
- Able to handle heavy workloads, prioritize own work and deal with confidential and sensitive information
- A flexible approach, able to cope with a constantly changing environment and priorities
- Demonstrated drive to achieve results as part of team

Some of the benefits of being a part of our growing Parts Authority family:

- **Competitive Salary and Weekly pay!!!!**
- Medical Insurance, Dental Insurance, Vision Insurance
- Flexible Spending Accounts- Healthcare and Dependent Care
- Supplemental Insurance Plans
- Company Paid Life Insurance
- 401K
- Paid Time Off-
- Excellent Advancement Opportunities

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We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, creed, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, citizenship status, presence of a non-job-related medical condition or handicap, or any other legally protected status.