

POSITION TITLE: HR Recruiting Specialist
DEPARTMENT: Administration - Human Resources
REPORTS TO: General Manager and Comptroller
CLASSIFICATION: Year-round, Part-time, Flexible Schedule, 75% Home Office Potential
UPDATED: 3/26/2017
STATUS: Non-Exempt

JOB SUMMARY:

This position is GMC's expert on ever changing employee recruitment and retention issues. A part time, year round position with flexible hours and eligible for about 75% home office telecommuting, to organize and implement the hiring standards including: Maintaining an accurate database of all positions at Granlibakken Management Company (GMC) business locations; developing strategies for filling open positions and implementing those approved strategies. Developing relationships with appropriate recruiting sources and establishing a positive relationship for Granlibakken as a fair and honest employer.

JOB RESPONSIBILITIES:

1. Demonstrate a full understanding of GMC business policies with a particular focus on Human Resources.
2. Maintain a complete organizational chart and database for GMC and for other GMC business locations.
3. Maintain current and accurate job descriptions for each position in each organization, ensuring they are reviewed semi-annually with and by respective department managers.
4. Familiar with all job positions, current and planned, based on seasonal and other business demand changes.
5. Ensure all positions are accurately labelled and staffed base as Full Year, Seasonal, Part Time, or On Call.
6. Maintain calendar of seasonal work force requirements by department and develop time lines for filling seasonal jobs. Maintain a rolling three calendar year projection of personnel needs with advance action plan timelines. Work with department managers to communicate whenever an employee is terminated or leaves service and conduct an exit interview if appropriate.
7. Develop a strategy for filling each job position including but not limited to:
 - a. Advertising, posting, outreach to agencies, recruiting in all viable such as contacting past employees, J1 and H2B program recruiting firms, local schools, and education programs with internships appropriate to GMC business.
8. Post current Job Openings and develop job posting ads that are ready for immediate placement as positions require filling.
9. Manage each application and Job searches inquiries up to and including the completion of a job application.
 - a. Application for potential candidates for open position.
 - b. Set up Department manager Interviews with potential applicants and participate if required or appropriate.
 - c. Attempt to place potential applicants that may not have received an offer for their initial application, but could be a quality employee in another position.
10. Maintain a professional relationship and complete understanding with Recruiters of Foreign Employees:
 - a. Current on rules for the different types of Visa's suitable for GMC candidate employees.
 - b. Application procedures and timeframes.
 - c. Schedule of fees
 - d. Calendar of opportunities by respective country of origin.

- e. Manage all aspects of these programs from concept through employee departure.
11. Provide executive level human resource policies and standards recommendations based on recruiting success, recruiting barriers, and research and exit interviews.
12. Maintain applicant files in compliance with applicable legal requirements.
13. Maintain a high level of confidentiality.
14. Lead the hiring process by coordinating job posting on the website, reviewing resumes, and performing telephone interviews and reference checks.
15. Assist managers in developing applicant interview skills to improve the long term success of the hiring process.

SUPERVISES THE FOLLOWING PERSONNEL:

None

FLEXIBLE HOUR AND TELECOMMUTING:

1. This position is part-time and year round based on 1040 hours per year (20 Hours per week)
2. Employee will track hours and report them to Payroll clerk and comptroller as specified separately.
3. Employee will set their own schedule and work location based on the tasks being performed.
4. Remote work from home type office is encouraged. Telephony and computer support provided by advance agreement and coordinated with Information Technology Manager.
5. Travel to recruiting locations located may be compensated with prior agreement of General Manager or Comptroller.
6. Employee is not to meet applicants at residences or other private locations. Such interaction must be at a GMC controlled site or other public recruiting venue.

JOB QUALIFICATIONS:

1. Education: High school diploma or equivalent preferred. 2+ years of college preferred
2. Experience: 5 years managing staff preferred
3. Good English communication skills required for interaction with recruiting sources and employee candidates
4. Bilingual in Spanish preferred.

WAGES/SALARY RANGE:

Hourly \$16 - \$18.50

REQUIRED CERTIFICATIONS:

Completion of Sexual Harassment training