

HR Recruiter – RLS Logistics, Glassboro

Full job description

We are seeking an HR Recruiter to manage our full-cycle recruitment process. As an HR Recruiter, you will play a crucial role in identifying potential hires, interviewing candidates, and evaluating their qualifications and cultural fit for our company. Your responsibilities will include sourcing candidates online, updating job posts, conducting interviews, and collaborating with hiring managers. This position serves as a member of the HR team and will have cross functional training and responsibilities. If you have experience with various interview formats and can help us recruit faster and more effectively, we'd like to meet you. You will contribute to building a strong employer brand to attract, hire, and retain the most qualified employees.

Responsibilities

- Design and update job descriptions
- Source potential candidates from various online channels (e.g., social media, professional platforms like LinkedIn, etc.) including cold calling similarly qualified candidates who may not be currently in the job market
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and applications
- Interview candidates via phone, video, and in-person with both qualification and behavioral interview techniques
- Prepare and distribute pre-employment assignments and tests (numerical, language, and logical reasoning)
- Advertise job openings on the company's careers page, social media, job boards, and internally (collaborating with our internal marketing team)
- Provide qualified candidates to hiring managers and scheduling interviews for them
- Communicate any job offer requests with HR Coordinator and address queries about compensation and benefits
- Monitor key HR metrics, including time-to-fill, time-to-hire, and source of hire
- Coordinate and lead job fairs and host in-house recruitment events
- Collaborate and hold bi/weekly meetings with managers to identify future hiring needs
- Act as a consultant to new hires and assist HR Coordinator with onboarding
- Serve as backup for conducting new hire orientation

Requirements and Skills

- Minimum 3 –5 years of proven work experience as an HR Recruiter or in a similar role
- Familiarity with Applicant Tracking Systems, LinkedIn recruiter tool and Indeed
- Experience with sourcing techniques
- Ability to network and cold call potential off the market candidates
- Solid verbal and written communication skills
- Sound judgment
- Bachelor's degree in in a relevant field (preferred)

Benefits and Challenges

- Benefits: You will contribute to shaping the company's talent pool and play a vital role in its growth.
- Challenges: Balancing speed and quality in recruitment while maintaining a positive candidate experience.

Job Type: Full-time

Pay: \$60,000.00 - \$65,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Health insurance
- Paid time off
- Professional development assistance
- Referral program
- Tuition reimbursement
- Vision insurance

Experience level:

- 3 years

Schedule: Day shift Monday to Friday

Experience:

- Full cycle recruiting: 3 years (Required)
- Working as part of an HR team: 1 year (Required)

Work Location: In person

Apply: https://www.indeed.com/q-human-resources-l-vineland,-nj-jobs.html?mna=&aceid=&gad_source=5&gclid=EAiaIQobChMIisSTyYfFhQMvH1IHA R2BQwOMEAAyBiAAEgLMuvD_BwE&gclsrc=aw.ds&vjk=fa5edb9c15892cdc&advn=7436668756530246