

# Human Resources Recruiting Specialist

Holtec International Marlton, NJ

## JOB DESCRIPTION

### Human Resources Recruiting Specialist

#### Company Description

Holtec International is a diversified energy technology company and a turnkey supplier of technologies for the nuclear power industry. Its corporate technology center is located in Marlton, New Jersey, in the South Jersey region of the Philadelphia metropolitan area. For additional information, including a company overview, please visit our website at <http://www.holtecinternational.com>.

#### Job Duties:

- Manages full cycle of recruiting process: overseeing Personnel Requisitions, updating the Recruiting Report and meeting with hiring managers to ensure process is on target
- Knowledge of how to post jobs, and recruit on various job boards just as LinkedIn, Career Builder, etc.
- Conducts all non-exempt telephone interviews. Makes recommendations to respective department heads on candidates' qualifications.
- Checks candidate references and verifies employment history.
- Responsible for completing phone screens with candidates, setting up interviews, and source resumes.
- Prepares Human Resource correspondence to selected candidates and completes new hire documentation.
- Send out New Employee paperwork.
- Communicates New Hire Orientation to ensure smooth transition into Holtec corporate culture.
- Maintain a supply of HR New Employee documents, including benefit kits and Handbooks.
- Assist with additional HR duties

## JOB REQUIREMENTS

#### Requirements:

- Bachelor's Degree and 1- 2 years of recruitment experience (engineering and manufacturing recruiting experience is a plus)
- Proficient with MS Office software, specifically, an ability to create reports in MS Excel and presentations in MS Power Point
- Excellent written and verbal communication skills.
- Experience using a wide variety of office equipment
- Excellent problem-solving skills
- Strong organization and time management skills.
- Knowledge of Interviewing styles, e.g. Behavioral Assessment.
- Professionalism and mature sense of accountability

POSTED ON CAREERBUILDER:

[http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm\\_source=job-recommendation&utm\\_campaign=regular-rec-email&HostID=US&SiteID=cb\\_emailrec\\_US&Job\\_DID=JHN1H271BFV5FDBM3K2&utm\\_term=2015-06-04&je=myrec&showNewJDP=yes&utm\\_medium=email&IPATH=JEHRAXP&sc\\_cmp2=10\\_JobMat\\_JobDet](http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm_source=job-recommendation&utm_campaign=regular-rec-email&HostID=US&SiteID=cb_emailrec_US&Job_DID=JHN1H271BFV5FDBM3K2&utm_term=2015-06-04&je=myrec&showNewJDP=yes&utm_medium=email&IPATH=JEHRAXP&sc_cmp2=10_JobMat_JobDet)