



## **Recruiter / HR Generalist**

Do you love to Recruit? Do you also have HR Generalist experience and want to leverage those talents? We'd love to talk to you!

**All Things HR, LLC**, an outsourced human resource management firm, is looking for an energetic and eager **Recruiter / HR Generalist** to join our team. The successful candidate will have 3+ years of experience recruiting and sourcing for all levels of positions, plus an interest in supporting HR Generalist duties as needed. The Recruiter / HR Generalist will be able to successfully partner with our clients to become a trusted consultant by helping to define and understand their needs and assist them with meeting their recruiting and HR goals.

This position is hourly and the total hours per week will vary (typically between 25 – 35 hours). The ability to be flexible with the amount of hours worked per week is important.

### **Who you are:**

- Someone resourceful who will utilize diverse sourcing strategies to find and engage talent
- Someone who takes pride in providing an outstanding candidate and client experience
- Someone who wants to own their work, and able to manage projects with little oversight
- Someone with strong in follow through ensuring our clients expectations are met

### **What you will do:**

- Be a client point of contact, facilitating meetings as needed
- Provide full lifecycle recruiting for a wide range of industries and positions
- Outline eye-catching ads and post to a variety of sources
- Source and screen qualified candidates, preparing notes to submit to clients
- Coordinate interviews with clients and candidates
- Keep the client informed with recruiting updates
- Assist with references, background checks and offer letters as needed
- Track and maintain all candidate data
- Monitor the process and ensure the candidate and client have an exceptional experience
- Assist with HR Generalist projects as needed which could include onboarding, benefits administration, file maintenance, employee relations, employee handbooks, etc.

### **Qualifications for Success:**

- A proven track record in hiring a variety of positions (exempt and non-exempt)
- Solid HR and Compliance knowledge along with best practices
- Able to work with multiple clients, balancing and prioritizing projects and requisitions
- Proficient with Microsoft Office including Word, Excel, and Outlook
- Possess initiative, have a knack for problem solving and have excellent follow through
- Demonstrate outstanding communication and organizational skills
- Display exceptional customer service

**Excellent Benefits:**

- Medical and Dental
- Supplemental insurance
- Simple IRA with match
- Generous Vacation and Sick
- Paid Holidays
- Professional membership reimbursement
- Training pay for continuing education
- Anniversary pay
- Community service pay

Diversity, Equity and Inclusion (DEI) is embedded in the core values at All Things HR, LLC and is at the foundation of how we operate. We are dedicated and focused on building and sustaining a diverse, equitable and inclusive working environment for all staff and clients - regardless of race, gender, socioeconomic status, religion, sexual orientation, experiences and the many additional unique characteristics. We believe every member on our team and within our client base, is valuable and should be seen, heard and respected for what they bring to the table.

**If you are an experienced Recruiter / HR Generalist and this opportunity intrigues you, submit your resume to [jobs@allthings-hr.com](mailto:jobs@allthings-hr.com).**

Please visit our website at [www.allthings-hr.com](http://www.allthings-hr.com) to learn more!