

## **Services To Enhance Potential**

2941 S. Gulley Road, Dearborn, MI 48124

Our mission is to support individuals in the pursuit of their chosen goals and the achievement of personal satisfaction in their lives.

## **RECRUITER**

### **Job Summary:**

We are seeking a talented and experienced Recruiter to join our team. As a Recruiter, you will be responsible for attracting, sourcing, and hiring qualified candidates for various positions within the company. You will play a crucial role in ensuring that we have a strong and capable workforce to meet our business needs.

### **Responsibilities:**

- Develop and implement effective talent acquisition strategies to attract top talent.
- Conduct full-cycle recruitment, including sourcing, screening, interviewing, and selecting candidates.
- Utilize various recruitment methods such as job boards, social media, networking events, and employee referrals.
- Build and maintain a pipeline of qualified candidates for current and future job openings.
- Collaborate with hiring managers to understand their staffing needs and develop job descriptions.
- Conduct cold calls to potential candidates and conduct initial phone screenings.
- Coordinate and schedule interviews with candidates and hiring managers.
- Assist in the development of training programs for new hires.
- Manage employee relations by addressing any concerns or issues that may arise.
- Utilize HRIS systems to track candidate information and maintain accurate records.
- Assist in the evaluation of employee performance and provide feedback.

### **Requirements:**

- Proven experience as a Recruiter or similar role.
- Strong knowledge of talent acquisition strategies and best practices.
- Excellent communication and interpersonal skills.
- Ability to effectively cold call potential candidates and conduct phone screenings.
- Familiarity with HRIS systems is preferred.
- Experience in training development is a plus.

- Ability to conduct effective interviews and assess candidate qualifications.
- Strong organizational skills with the ability to manage multiple tasks simultaneously.

If you are a motivated individual with a passion for talent management and recruitment, we would love to hear from you. Join our team as a Recruiter and help us build a talented workforce that drives our success.