

JOB DESCRIPTION: HR RECRUITER

Department:	Finance and Administration
Reports To:	Human Resources Supervisor
Recruited By:	Human Resources Supervisor
Approved By:	Vice President of Finance and Administration
Organizational Unit:	Headquarters
Status:	Full-Time
Classification:	Exempt

JOB SUMMARY

The HR Recruiter serves as the primary agency ambassador for sourcing quality candidates and working with newly hired employees to ensure a quality orientation and onboarding experience. The job requires attracting candidates using a variety of sources, like social media networks and employee referrals. The HR Recruiter will collaborate with department managers on a regular basis and proactively identify future hiring needs. The job includes overseeing all aspects of recruiting, job posting, screenings and onboarding processes. The HR Recruiter enthusiastically communicates the culture and core values of the organization. This is a “hands on” position that requires interaction with all levels of the organization.

ESSENTIAL DUTIES AND FUNCTIONS

- Serve as primary agency ambassador for all applicants and newly hired employees and is responsible for ensuring a positive, quality orientation experience that enthusiastically communicates the culture and core values of the organization.
- Oversee all phases of the onboarding process including the administration and continued evaluation of the program to assess effectiveness.
- Source and recruit candidates by using databases, social media, etc.
- Screen candidates resumes and job applications.
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates.
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes.
- Serve as a knowledge base for all federal government and state agency background screening, compliance and paperwork requirements pertaining to personnel and intern records.
- Regularly audit scanned personnel records to ensure all required documentation elements are included in each employee and intern file.
- Regularly audit I-9 forms and other applicable records subject to federal audit standards to ensure compliance and proper completion.
- Train supervisors and employees on various HR related topics.
- Maintain human resource information system records and personnel files.
- Maintain compliance with federal and state regulations concerning employment.
- Post and maintain open position postings on organization's website.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Human Resources or equivalent or one or more years of related experience and/or training; or equivalent combination of education and experience.
- Proficient in Microsoft Outlook, Excel and Word.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Presents him or herself outside the organization in a manner in keeping with the organization's core values and guiding principles, specifically as a Christ follower, has a passionate call to help children, is emotionally committed, is genuinely compassionate and has a humble willingness to serve
- Ability to maintain confidential employee, client and organization information
- Dependable, highly motivated self-starter
- Detail oriented, highly organized and able to handle a variety of tasks and responsibilities in a timely and efficient manner with a high level of quality and accuracy
- Effective communication skills, both oral and written
- Ability to understand and follow oral and written instructions, meet deadlines and work independently and as part of a team
- Ability to build effective professional working relationships internally and externally
- Ability to solve daily problems by analyzing situations, determining appropriate next steps and implementing
- Ability to maintain a positive attitude that promotes constructive resolution of problems and concerns
- General knowledge of standard office practices and office equipment

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. Ability to lift up to 30 pounds (boxes, documents and equipment).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed predominantly in a normal office environment.

Job includes occasional travel to assist with job fairs and candidate sourcing requirements.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____