



Recruiter/On-boarding Specialist

Primary Purpose of Job

Our HR Generalists actively recruit candidates for positions in assigned programs. Visit various ACLD facilities in order to offer increased access to HR personnel.

Requirements

- Bachelor's Degree in Human Resources or related field.
- Two years prior HR experience with an emphasis in high volume recruiting.
- Knowledge of Microsoft Office and HRIS.

Additional Knowledge, Skills and Ability

- Excellent communication, organizational and analytical skills required.
- Knowledge of federal, state and local labor laws.
- Ability to make decisions based on available information.

Essential Functions

- Conduct interviews, initial screenings, collaborate with managers on hiring decisions, and ensure new hire paperwork is completed accurately.
- Provide assistance and necessary information to hiring managers, including DMV verification, to facilitate hiring process.
- Prepare open job requisition report and provide weekly updates to supervisor and program directors.
- Coordinate on-site recruiting events.
- Establish and maintain relationships with college career placement offices, attend college and community recruiting events and coordinate program staff to attend.
- Conduct orientation as assigned (approximately twice per month).
- Counsel program managers on proper administration of ACLD policies and procedures.
- Perform related administrative duties including HRIS data entry, processing of job requisitions, tracking of employee referral bonuses.
- Conduct employee background checks as necessary based on needs of the department.
- Respond proactively to staffing needs, communicate with supervisor when staffing issues are anticipated in assigned programs.
- Act as liaison between programs and staffing agencies. Coordinate temporary staffing as needed.
- Visit various ACLD facilities in order to offer them increased access to HR personnel.
- Participate in department-wide projects when assigned.

Non-Essential Functions

- Conduct training sessions as assigned.
- Actively participate on agency-wide committees.
- Participate in review of Agency policies and procedures.

This is a full-time, 35 hours per week, position (Monday – Friday 9am – 5pm) located in Bethpage. It is eligible for medical/dental and has a generous paid-time off package.

Salary Range: \$58,500-\$62,000

Apply online at www.aclld.org or call/text (516)732-3979

An EOE m/f/d/v