



*We're* **HIRING**

# Recruiter Administrator

**Salary Range: \$42,460 to \$59,443**

## JOB DUTIES

- Serve as a link between management and employees by handling questions, policy administration and problem resolution
- Collaborate with department managers in the recruiting, interviewing and selection process for open positions. This includes all pre-screening processes such as Background checks, pre-employment drug screens, VOE's, etc.
- Work with Leadership to ensure employees (new and current) receive the appropriate training and updates to effectively perform their duties
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.
- Build and maintain effective relationships with external contacts for community based recruiting and networking events.
- Maintain department records (job descriptions, performance evaluations, etc) to remain current and a credible source of information for leadership.
- Additional duties as assigned

## REQUIREMENTS

**Education:** Bachelor's Degree (four year college or university).

**Experience:** Two to Four years.

### **Computer Skills**

Microsoft office suite, HRIS and On-line recruiting, candidate assessment and web networking experience.

## **HOW TO APPLY**

Submit resume by Feb 5<sup>th</sup> to [ngroendal@ridetherapid.org](mailto:ngroendal@ridetherapid.org), fax to 616-774-1169, or send resume or come in to fill out an application at 300 Ellsworth Ave S.W. in Grand Rapids, Mon-Fri 8:00a until 3:30p