

Lakeview Center, Inc.

Job Description

Position #:

Employee Name:	Division: Administration Department/AU: 9382
Working Title or Position: Recruiting Assistant	Supervisor:
Status: Non-Exempt	

Position Summary

This position is responsible for coordinating and organizing recruitment and support activities for the Recruiting Operations team. This position will organize/develop/review packets, scan documents and assist the operations team when needed. This position requires strong organization, multi-tasking and interpersonal skills.

Role Requirements (minimum qualifications required for an interview)

- High school diploma or GED equivalent.
- Three (3) years of office/clerical experience required.
- Strong organization and time management skills.
- Must have strong interpersonal skills and experience using Microsoft Office.
- Must be able to pass organization screening requirements, including state or federal background screenings as appropriate.

Essential Duties

- Upload job openings for Recruiting Team in Applicant Tracking System.
- Send job announcements to community partner resources.
- Coordinate with the Recruiting Partner's on posting jobs on various websites.
- Verify job openings are correctly shared on Indeed, Americans Job Exchange, etc.
- Review and coordinate Recommendation for Hire accuracy in Applicant Tracking System.
- Prepare new hire checklist and hiring packets.
- Update applicant/candidate tracking spreadsheet.
- Identify opportunities for improving candidate experience and scheduling efficiency.
- Participate in external events to promote the company with a view to attracting candidates to apply for job openings.
- Greet and assist visitors and staff members.
- Assist individuals with the completion of employment application.
- Maintain compliance with training requirements.
- Comply with Lakeview Center Inc.'s policies and procedures.
- Performs other duties as assigned to meet business needs.
- Adhere to Lakeview Center Inc.'s Mission, Vision, and Values at all times.

Physical and Mental Requirements

While performing the duties of this job the employee is regularly required to sit, stand, and walk; use hands to handle or feel; reach with hands and arms; talk and hear. Vision requirements include close and classroom vision.

And:

- Must be able to work well under pressure, establish priorities and meet deadlines.
- Must have ability to focus on details and resist distractions.
- Long periods of sitting may be required.
- Ability to cope with anger/fear/hostility of others in a calm manner.
- Ability to cope with a high level of stress.
- Ability to cope with confrontation.
- Ability to handle multiple priorities in a stressful situation.
- Ability to assist with problem resolution.
- Must be able to lift up to 10 lbs.

The above demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee’s Signed Acknowledgement of Receipt of Present Job Description

My signature below represents that I have read and understand my responsibilities and that I am able to perform the essential functions of this position.

Employee Signature

Date

HR Representative Signature

Date