Recruiter

Job Details

McGuff Family of Companies currently has an opening to hire an internal Recruiter. This employee will maintain and improve upon and current recruiting tasks designated by Senior Management. In addition, the Recruiter shall ensure that recruiting operations meet Human Resources requirements and provide expertise in sourcing, vetting, and recruiting specialized employees.

Essential functions and duties shall include:

* Work directly with Senior Management to fulfill all recruiting needs in a timely manner.
* Collaborate with Managers to define open position requirements and needs.
* Actively source highly qualified candidates throughout multiple platforms; LinkedIn, Facebook, etc.
* Place job listings on multiple platforms: Indeed, ZipRecruiter, Moster, Craigslist, etc.
* Manage and assist recruiting agencies when needed for select positions.
* Conduct initial phone interviews with candidates to ensure competency and job requirements are met.
* At times, assess candidate clerical and typing skills.
* Schedule candidate interviews with McGuff Management team.
* Maintain excellent documentation of communication and candidate progress.
* Guide candidates through established hiring process.
* Assist Human Resources with onboarding new candidates.
* Other responsibilities: filing, typing, candidate follow up, working with other people in the office, production, laboratories, etc.
* Other varied duties as assigned.

Minimum qualifications shall include:

* Education: Highschool Diploma, College degree preferred.
* Experience: Prefer a minimum of 2 years of related industry experience; Headhunter / Recruiter
* Knowledge of varied recruiting platforms and social media.
* Knowledge of manufacturing / pharmaceuticals
* Proficient with computers and related software (Microsoft Office Professional)
  + Microsoft Word
  + Microsoft Excel

What will be expected from you:

* Appropriate professional demeanor.
* Knowledge, understanding and compliance of the dress code.
* Ability to work with others.
* Adequate communication skills.
* Work with all McGuff employees to foster and promote recruiting duties.
* Excellent communication skills.

Physical Requirements:

* Position requires sitting, standing, walking, handling and manipulating objects (manual dexterity and fine finger movement).
* Position will require repetitively lifting/carrying up to 50 pounds.

Interested candidates you **must** please **email** us at [employment.mci@mcguff.com](mailto:employment.mci@mcguff.com) with the subject line reading **“McGuff Careers: Recruiter”** with a copy of **your most updated resume attached (cover letter optional).**