



Code: 2528

Title: HR Generalist Recruiter

Location: Northridge, Ca

Department: Human Resources

Description: The Human Resources Generalist/Recruiter is primarily responsible for all day-to-day recruiting functions within the HR department, including but not limited to processing staff requisitions, job postings, candidate sourcing, preliminary interviewing, selection, background checks and on-boarding activities. Additionally, the HR Generalist/Recruiter is fully cross-trained in all day-to-day HR functions and provides back up support and assistance the HR Director.

Responsibilities:

- Creates and posts job advertisements.
- Maintains current job descriptions and ensures they accurately reflect the essential job functions.
- Identifies qualified candidates for open positions and conducts preliminary interviews.
- Participates in job fairs.
- Coordinates interviews with appropriate hiring managers and others involved in the interviewing process.
- Conducts background screening including reference checks, criminal history, drug screening and Motor Vehicle Reports on successful candidates.
- Conducts new hire orientation, including appropriate safety training.
- Provides support to the department and organization, as needed.
- Prepares and distributes management reports and other documentation related to areas of responsibility.
- Participates on internal committees and completes special projects as assigned.
- Consistently demonstrates excellent interpersonal skills and professionalism to company management, all levels of staff and vendors and outside agencies.
- Adheres to company policies and procedures and sets a positive example for others within the organization.
- Establishes and follows priorities to ensure timely job completion.

Supervisory Responsibilities: This position has no direct supervisory responsibility.

Requirements:

- Discretion in handling confidential and sensitive matters.
- Knowledge of employment laws, including but not limited to Federal and State regulations.



- Consistently demonstrates excellent interpersonal skills and professionalism to company management, all levels of staff and vendors and outside agencies
- Proficient use of Microsoft Office products including Word, Excel, Outlook and PowerPoint.
- Ability to quickly learn new software programs, as needed.

Education, Experience and Licensure

- 2 plus years general Human Resources experience.
- Associate's or Bachelor's degree in Business, Management, Human Resources or related field preferred.
- Human Resources Certification from an accredited college or university and/or PHR designation desirable.

Pay Range: BOE

Posted Date: 02/01/2019

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