

# Job Description

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**Job Title:** Corporate Recruiter

**Department:** Human Resources

**Reports to:** VP of Operations

**FLSA Status:** Non – Exempt; 8:00 am – 5:00 pm, Monday – Friday (40 hours per week)

## **Job Summary:**

As a Corporate Recruiter, you will play a pivotal role in identifying and attracting top talent to join our Systel team. You will be responsible for executing the full recruitment lifecycle, from sourcing and screening candidates to facilitating the hiring process. The goal of this position is to align our workforce with the company's strategic goals, values, and ensuring we have the right people in the right roles.

## **Key Responsibilities:**

### Talent Sourcing:

- Utilize various sourcing methods (job boards, social media, professional networks, etc.) to identify potential candidates.
- Proactively build a pipeline of qualified candidates for current and future job openings.
- Develop and maintain relationships with universities, job fairs, and industry-related events to tap into emerging talent.
- Assist in creating job posting and job descriptions as needed.
- Work with Marketing Dept. on branding for job posting, recruiting materials, brochures, etc.

### Candidate Screening and Assessment:

- Conduct initial candidate screenings, including resume reviews and phone interviews.
- Assess candidates' qualifications, skills, and cultural fit with the organization.
- Administer relevant assessments and tests to evaluate candidate suitability for specific roles.

### Interview Coordination:

- Coordinate and schedule interviews with hiring managers and interview panels.
- Prepare hiring managers for the interview process with proper interview questions, coaching, and interview training as needed.
- Gather feedback from interviewers and candidates to facilitate hiring decisions.

### Candidate Experience:

- Ensure a positive candidate experience throughout the recruitment process.
- Provide timely feedback to candidates, keeping them informed of their status.
- Address candidate questions and concerns professionally and promptly.

### Offer Management:

- Collaborate with HR and hiring managers to develop competitive and compelling job offers.
- Present offers to candidates and negotiate terms when necessary.
- Secure candidate acceptances and initiate the onboarding process.

### Data Management and Reporting:

- Maintain accurate and organized candidate records.
- Generate recruitment reports and metrics to assess the effectiveness of the hiring process.
- Continuously evaluate and improve recruitment strategies based on data insights.

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## Retention and Marketing Analysis:

- Assist in developing company retention strategies.
- Assist in creating career path salary ranges and criteria.
- Work with Marketing Dept. on communicating new employees and internal personnel announcements.
- Conduct market research on salary ranges for company positions.
- Assist in feedback regarding competitiveness of company offered benefits.
- Research latest HR tools available to streamline department as well as recruiting and retention efforts.

## Compliance and Legal Considerations:

- Ensure compliance with all applicable employment laws and regulations.  
Stay updated on best practices and legal requirements in recruitment.

Other Related Projects as may be required.

## **Qualifications:**

Bachelor's degree in Human Resources, Business, or a related field (or equivalent work experience). Proven experience as a corporate recruiter or in a similar talent acquisition role. Strong knowledge of recruitment best practices, sourcing techniques, and talent assessment methods. Excellent interpersonal and communication skills. Ability to communicate in a professional manner and appearance. Strong attention to detail and organizational abilities. Ability to work in a fast-paced environment, must be organized, and manage multiple priorities and deadlines. Knowledge of employment laws and regulations. Proficient knowledge of Microsoft Office including Outlook, Word, Excel, and PowerPoint. HR certification (e.g., PHR, SHRM-CP) is a plus.