

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **TALENT ACQUISITION**

PURPOSE: To recruit qualified job applicants utilizing creative and effective recruitment strategies

QUALIFICATIONS:

Education: Bachelor's or Advanced Degree in Human Resources, Business, Marketing or other related fields

Experience: Prefer two (2) years of experience in a human resources or other related field

Skills, Abilities and Knowledge:

- a. Problem solving ability where independent judgment may be required
- b. Ability to maintain confidentiality
- c. Excellent interpersonal skills
- d. Effective oral and written communication skills
- e. Machine operation could include calculator, computer, projector, telephone
- f. Ability to deal with and adapt to frequent change
- g. Ability to accept differences of opinion and objectively find appropriate strategies
- h. Ability to track information
- i. Good organizational and communication skills
- j. Ability to exercise discretion and maintain confidentiality

REPORTS TO: Senior Vice President of Early Childhood

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Effort: Medium physical effort in predominantly sitting position and walking positions

Special Demands: Moderate travel, potential eye strain and occasional lifting

Special Requirements: Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum)

Duties may include any or all of the following: This list is intended to be representative.

01. Create and implement staffing recruitment plans based off of the staffing needs of the organization
02. Build applicant sources by researching, contacting and building a good rapport with community agencies, colleges, employment agencies, recruiters, media, and internet sites
03. Provide input on the development of job descriptions
04. Attract applicants by utilizing resources such as placing job advertisements, contacting recruiters, using newsgroups, multimedia, and participating in job fairs/recruitment events
05. Determine if an applicant is qualified by conducting pre-employment interviews via phone
06. Arrange interviews by coordinating schedules with other management team members
07. Participate in job interviews by: developing interview questions, analyzing responses, verifying references, comparing qualifications to job requirements
08. Guide new hires through the pre-employment process and track progress up until their start date
09. Be the organization's community educator by providing information on the company's mission, opportunities, and benefits by making presentations and participating in community events
10. Any duties assigned by management

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: F

HOURLY WAGE: \$18.63

HOURS PER WEEK: 40
(non-traditional)