

## Employment Recruiter (Remote Position)

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$27.53 to \$27.53 hourly

**Employment status:** Contract / Temporary

### Description

We are seeking an Employment Recruiter to join our team in Point Pleasant, New Jersey. The role involves developing relationships with hiring managers, presenting quality candidates, conducting audits, and reviews of the talent tracking systems. This role offers a long-term contract employment opportunity in the Human Resources industry.

#### Responsibilities:

- Build relationships with hiring managers to understand their staffing needs
- Present high-quality candidates suitable for the roles
- Conduct audits and reviews of talent tracking systems to ensure accurate and efficient tracking of candidates
- Follow up with candidates, assign assessments, and screen candidates to verify their suitability for the role
- Process job offers and provide support to sourcers as needed
- Maintain a pipeline of candidates for roles such as maintenance engineering technicians and control system techs
- Utilize ATS system knowledge to manage recruitment processes effectively
- Collaborate with a team of about 16 people, demonstrating strong team skills
- Leverage knowledge of PeopleSoft for efficient recruitment operations
- Ensure quality in all aspects of Human Resources administration
- Utilize laptop hardware and engineering skills as necessary within the role.

### Requirements

- Proficiency in Human Resources (HR) Administration
- Familiarity with PeopleSoft
- Knowledge of ATS - Asynchronous Transfer Mode
- Ability to Screen Candidates effectively
- Experience in Conducting Audits
- Understanding of Quality Control Systems
- Proficiency in using Laptop Hardware
- Experience in Engineering domain
- Familiarity with About Time and Track System software
- Ability to navigate and use the CONTROL-SYSTEMS software effectively.

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