

HR 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: \$28.50 to \$33.00 hourly
Employment status: Contract / Temporary to Hire

Description

We are offering a contract to hire employment opportunity for a skilled HR Recruiter in the life sciences and biopharma industry. The position is located in Boca Raton, Florida, and involves playing a crucial role in our team, responding to recruitment needs, and ensuring efficient communication within the team.

Responsibilities:

- Efficiently manage a variety of recruitment needs including microbiologists, QA Auditors, accounting, IT, and admin roles.
- Maintain swift response times to recruitment requests and ensure effective communication within the team.
- Conduct regular check-ins and administrative duties as part of the role.
- Participate in new hire orientations to ensure smooth integration of new team members.
- Utilize knowledge of life sciences and biotech industry in the recruitment process.
- Ensure the completion of necessary pre-employment checks.
- Utilize the About Time system for efficient time management and role fulfillment.
- Manage and maintain benefit functions as part of the recruitment process

Requirements

- Proven experience in a similar role as an HR Recruiter.
- Understanding of Hiring Processes.
- Industry knowledge in Life Science and Biotech fields.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail.
- Bachelor's degree in Human Resources or a related field preferred.
- Professional certification in HR (such as PHR, SPHR, or SHRM-CP) is a plus.

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