



Community Hospital

Because Your Health Matters

HARBOR REGIONAL HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER

# HR-2

Posting Date: 06/25/20

## EMPLOYMENT OPENING

Department: HUMAN RESOURCES

Position Opening: Recruiter

Salary Range: \$28.00 - \$36.00 per hour

**Position Summary:** This Responsibilities include implementing talent acquisition strategies to ensure all vacancies are filled in a timely manner; source candidates using networking sites and database technology; conduct behavioral based telephone/in-person interviews; schedules interviews while updating candidate and hiring manager of project process; reference checking on finalists; work hand in hand with hiring team to make job offers and schedule orientation. This position will also be a fully functioning member of a small but efficient HR department and as such will be trained to assist in all areas of HR and will be expected to work with internal and external customers in a variety of areas.

**Job Requirements:** Must have previous recruiting experience utilizing social media, preference given to Healthcare Talent Acquisition experience; Bachelor's degree in Business, Human Resources or related field; excellent inter-personal & communication skills; intermediate/advanced computer skills, including knowledge of Microsoft Office; demonstrated ability to think creatively; must have sound foundation of knowledge in laws/regulations pertaining to HR employment law.

**Time Schedule:** Full Time: XX 1.0 FTE Days (See Remarks Below)

Part Time: \_\_\_\_\_

Per Diem: \_\_\_\_\_

Temporary: \_\_\_\_\_

**Remarks:** Will work varied hours as needed to complete the job assignments

## APPLY NOW

Or

Office is open to accept applications Monday through Friday 8:00am-4:30pm