



# Recruiting Manager

## Position Summary:

The Recruiting Manager is responsible for full cycle recruiting, sourcing, selecting and hiring high quality nonexempt, exempt and executive level positions. In this position, the Recruiting Manager will perform HR generalist duties while focusing on building relationships with hiring managers to better define hiring needs to meet business objectives as well as contribute to the success of the organization.

## Accountabilities:

- Develops a recruiting strategy that fills the candidate pipeline based on organizational needs and market conditions.
- Screen resumes and applications, conducts in-depth behavioral interviews to properly assess skill set and competencies of candidates.
- Plans and participates in candidate events or job fairs.
- Drive and manage the candidate experience throughout the selection process, offer negotiation, and new hire on-boarding.
- Develops and maintains a network of contacts to help identify and source qualified individuals (vendors and community organizations).
- Manages various recruiting responsibilities such as maintenance and mailings, placement of internet advertising, EEOC requirement documentation, periodic re-examination of overall recruiting process and training of managers.
- Effectively coach hiring managers in recruitment and selection processes while ensuring compliance with federal, state and local laws.
- Work with managers to updating job descriptions due to turnover, restructuring and growth.
- Make recommendations to assist in the development of changes in employment procedures, policies and forms to better facilitate the recruiting process.
- Continuously develop business knowledge of company and departmental objectives, industry and key corporate challenges, and current market dynamics.
- Manage HR related projects as assigned.
- Perform other duties as assigned.

## Qualifications:

### Minimum Qualifications:

- Bachelor's degree in Business, Human Resources Management, Business or a related discipline.
- Minimum five (5) years HR generalist experience to include high volume full-cycle recruiting for technical, exempt and non-exempt positions.
- Experience in recruiting for technical positions such as Software and Hardware Engineers and Product Manager positions.

### Additional Knowledge, Skills, & Abilities:

- Knowledge and/or experience in other areas within the HR field.
- Experience with HRIS, preferably ADP Workforce Now.
- Exceptional professional maturity and interpersonal skills.
- Strong knowledge of wage and hour, EEO, ADA, FLSA laws, court decisions and legalities and ethics of recruitment.
- Excellent organizational and project-management skills.
- Proven sourcing abilities; able to teach others strategies and skills.
- Ability to develop high-trust relationships with leaders, hiring managers, colleagues and candidate/applicants and employees.
- Excellent working knowledge of Microsoft Office suite (Word, Excel, PPT).

Please submit resume to [careers@rauland.com](mailto:careers@rauland.com) and reference RBHRRM or apply at:  
<https://home.eease.adp.com/recruit/?id=821341>