

\*\*\* Please apply through our careers website: <https://careers-edenhousing.icims.com/jobs/1639/recruiting-coordinator/job> \*\*\*

### **Summary:**

The Recruiting Coordinator provides assistance to the Senior Manager of Talent Acquisition and Staff Relations in recruitment tracking and successful onboarding, analyzing and developing diverse and innovative strategies to solve complex Eden staffing needs and helps build a pipeline of pre-qualified candidates.

### **Essential Duties & Responsibilities:**

#### Talent Management:

- Conduct reference checks and facilitate background screening and DOJ screening, when necessary.
- Daily utilization of Eden's Applicant Tracking System, ICIMS.
- Interview scheduling, interacting with candidates on pre-employment inquiries, preparing offer letters, processing hires through our HRIS systems and assisting with on-boarding activities.
- Collaborate with internal hiring managers to understand their hiring needs and goals.
- Develop and implement recruiting-related programs including creative sourcing plans, University relations, and promotion of the employee referral program.
- Act as liaison to colleges and trade schools to promote job opportunities.
- Frequent collaboration with team to improve processes, implement best practices in TA support of our recruiting organization and candidate experience.
- Consulting with candidates, hiring managers, and recruiters on all pre-employment and onboarding initiatives.
- Responsible for monitoring dedicated Inbox and triage incoming requests.
- Job description management – formatting, researching similar jobs, creating templates, etc.
- Generate and coordinate all new-hire offer letters.
- Data entry of all new-hire on-boarding information/changes/terms.
- Assist with onboarding inquiries, requests and processing.
- Stay in constant communication with the candidates so they always know where they are in the process.
- Create reports using data to improve the recruiting process.
- Develop and refine Eden Housings presence on various recruiting platforms, including LinkedIn, Facebook and Twitter.
- Filing as necessary.
- Other duties assigned by HR staff as needed.

### **Qualifications:**

#### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree in Human Resources, Business, or relevant discipline required.
- 1+ year of experience full-cycle recruiting. Experience with ICIMS recruiting software is a huge plus.
- Familiarity with applicant tracking system a plus (iCIMS).
- Patient, communicative team player that is detail-oriented and has outstanding interpersonal skills.
- Well-versed with working cross-functionally to help resolve hiring issues and drive hiring processes.
- Results-driven, hard-working individual who enjoys a challenge.
- High level of professionalism, reliability and customer service orientation.
- Willingness to travel to different locations and work flexible hours as needed.
- Ability to maintain confidentiality.
- Analytical aptitude and ability to problem solve and troubleshoot independently.
- Positive attitude and the ability and desire to learn, grow and have fun working with a dynamic and fun team of passionate HR professionals.

#### **PREFERRED SKILLS and/or ABILITIES**

- Commitment to the companies' goals and philosophy including excellence in customer service and communication.
- General knowledge of state and federal labor laws.
- Solid, hands-on experience managing HRIS systems and reporting methods.
- Proficient in Word, Excel, Outlook and database software; PowerPoint a plus.
- Strong presentation, communication (verbal and written), influence, decision-making, interpersonal, conflict resolution and time management skills. Ability to communicate and interface professionally and sensitively to staff, board, residents and public.
- Able to research, analyze, solve, and follow through on complex tasks.
- Able to successfully meet deadlines and achieve goals.
- Flexible, agile, innovative, accurate, detailed-oriented and well organized.
- Able and willing to travel to all company locations to provide HR services.
- Able to work with wide variety of personalities and deal with each person in an effective and professional manner.
- Able to work independently and as part of a team.
- Acceptance and application of the confidential nature of the position.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have reliable automobile transportation and a valid California Driver's License and insurance.

### **LANGUAGE, MATH & REASONING SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and policy and procedures. Ability to effectively present information and respond to questions from groups of managers, employees, clients, governmental agencies and the general public. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear and climb stairs. The employee is occasionally required to stand; walk; and stoop, kneel and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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