AKRS is seeking a highly motivated and talented **Recruiter** to join our HR team. As a Recruiter, you will play a critical role in sourcing, attracting, and selecting top-tier candidates to meet our organization's hiring needs.

**Responsibilities:**

* Manage the full life-cycle recruitment process for the business to include sourcing, screening, recommending, assessing, testing, offering and hiring
* Prepare recruitment materials and post jobs to job boards, social media sites, colleges, etc. according to the sourcing tactics you identify for the role
* Develop, design and implement both traditional and new and creative sourcing strategies and tactics to attract strong candidate pools for all open positions as well as to build a pipeline for future openings
* Screen resumes and perform phone interviews with candidates who meet position requirements; Provide candidates with company and benefit information during the screening process
* Serve as a key point of contact for candidates and build influential candidate relationships during the selection process
* Provide regular follow-up and feedback throughout the recruitment process to both candidates and hiring managers
* Create agendas and arrange travel and lodging when needed for senior level roles
* Present verbal offers to selected candidates; Prepare and send offer letters once verbal offer accepted.
* Coordinate high school and college recruitment programs and initiatives
* Coordinate the use of agency recruiters and headhunters
* Track the effectiveness of all recruiting sources and continually research and recommend new sources for attracting both active and passive candidate recruitment
* Stay current on federal and state employment and labor laws, enforcing regulations with managers
* Assist in developing recruitment tools and more defined process for managers and training managers on recruitment tools and process

**Requirements:**

* Bachelor’s degree required in a related area
* Minimum of 3 years of recruitment experience
* Excellent verbal and written communication skills
* Excellent interpersonal skills
* Strong organizational skills
* Knowledge of employment and labor laws
* Ability to maintain highly confidential information
* Ability to travel for recruitment events

Start your Road to Success at AKRS Equipment by applying through the career site at www.akrs.com today!

EOE