



Aberdeen Proving Ground Federal Credit Union (APGFCU) was founded in 1938 to address the savings and borrowing needs of military families for Aberdeen Proving Ground. Today that tradition remains, and has expanded over time to promote the financial wellness of all credit union members and the communities we serve. Our main headquarters, conveniently located in Harford County just 7 miles north of White Marsh, is actively seeking an experienced **HR Recruiter**.

The **HR Recruiter** is responsible for full life-cycle recruiting for administrative and management positions for headquarters and all branch locations throughout Harford and Cecil Counties. Recruiting duties include maintaining full staffing through sourcing, interviewing, assessments, pre-employment screening, selection, hiring and orientation. Considerable skill is needed in screening resumes, conducting telephone and in person interviews coaching hiring managers in the selection process, along with possession of an extensive knowledge of human resource policies and procedures with respect to federal and state employment laws. Tracking and analysis of recruitment processes and candidate assessment results through the employment life cycle is needed. This key position within the Human Resource Department also performs as an internal support for HRIS, Compensation and Benefits, and Payroll. In addition, the HR Recruiter performs as back up for the HR Generalist functions providing advice and counsel to employee's and managers within the credit union. Opportunities to grow this position beyond a recruiting focus exist!

APGFCU is looking for a recruiter with 3 to 5 years recruitment experience preferably in the financial service industry. A Bachelor's degree is required, and a PHR or SPHR certification is preferred for this exempt level, professional staff position. Experience with ABRA and/or Ceridian payroll is helpful, along with strong skills in MS Office products.

If you possess the qualification and are looking for a positive change and the ability to grow, please forward your resume to HR@apgfcu.com or visit our website at www.APGFCU.com.

EOE/M/D/F/V
