

CURRENT OPENINGS

Human Resources

HR RECRUITING ADMINISTRATOR

Responsible for coordinating all aspects of the recruiting and selection of new employees based on established policies and regulatory requirements. Will be key in recommending new approaches to processes.

Essential Job Duties:

- Develops recruitment strategies with the hiring Manager.
- Maintains excellent service for both candidates and management.
- Develops and maintains professional relationships with various placement offices as a source to generate qualified applicants.
- Coordinates all advertising/posting of open positions.
- Schedules and attends off-site job/career fairs with appropriate staff. Also, coordinates on-site job fairs.
- Provides information on The Arc, benefits and job opportunities. May provide initial screening of candidates to obtain work history, education, training, job skills, and salary requirements.
- Involved in the pre-employment paperwork process. Will present HR related information at Orientation.
- May develop and conduct training programs as well as recommending processes for managers designed to improve recruiting and hiring efficiencies and reduce turnover.
- Maintains records on recruiting activities as required. Researches, analyzes, prepares and presents hiring related statistics. Also responsible for complete data for Affirmative Action reporting and other regulatory requirements.
- Maintains Recruiting based HRIS.

Education, Experience, Requirements:

- Bachelor's degree in Human Resources Management, or a related field. Will consider extensive related experience in lieu of formal education.
- Minimum one year related experience in a fast paced HR environment required. One to two years experience in Human Resources in an exempt level position preferred.
- Background in employment law and other government compliance regulations is preferred. Experience interpreting and applying HR standards and policies is a plus!
- Experience objectively discussing complex, difficult, and emotional issues with management, applicants and employees is preferred. Must have a demonstrated ability to maintain confidential information.
- Must have demonstrated ability to research and analyze various types of data information. Experience with e-recruiting in Ultipro or HRIS a plus! Strong MS Office skills required.
- Must have experience making recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulation or government law.
- Experience with organizing, coordinating, maintaining and prioritizing work. Willingness to work beyond a standard workweek as needed. Ability to assist with team efforts in other areas of HR as needed.

Candidates should submit cover letter, resume, and salary requirements to recruiter@thearcbaltimore.org no later than 5:00pm on February 6, 2012. Salary reqs must be included for consideration.



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Baltimore

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