

Corporate	Employee Job Description
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1. Employee details:

First Name		Middle Initial		Last Name	
Hire Date		Department	Human Resources		
Location	110 Terry, 100 Campus, 38 Cabot	Job Title	Recruiter	FLSA Status:	Exempt
Role					
Sub role (If any)					

2. Role Purpose:

Partner with the Human Resources Team to achieve strategic organizational goals and objectives in regards to recruitment.

3. Key Duties & Responsibilities:

<p>Main Key Duties & Responsibilities:</p> <ul style="list-style-type: none"> Actively recruit, interview, and recommended candidates for various departments and levels Manage the staffing process by posting open positions, screening and qualifying applicants, conducting phone screens, coordinating on-site interviews, assisting hiring managers with selection decisions, tracking applicant activities, and performing reference/background checks. Extend offers and negotiate salary with potential hires in collaboration with hiring managers, HR and finance team Use online job platform resources such as ZipRecruiter, CareerBuilder, Monster.com, Indeed.com, CWDS/Job Gateway, LinkedIn, and/or Glassdoor to search for qualified applicants Plan, organize and participate in job fairs with various education institution organizations Lead yearly internship program Conduct Phone Interviews/Screenings on behalf of the company Review all resumes with HR team Plan, organize and host successful onsite interview sessions on behalf of the company
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- Conduct reference checks
- Compile and gather recruiting metrics
- Review and respond to e-mails daily
- Comply with FDA guidelines/Company Policies of Data Integrity
- Other HR duties as needed or assigned by the manager.

4. Typical Supervisory Responsibility:

N/A

5. Education/Technical Competencies/ Certifications/ Licenses:

<p>Technical competencies</p>	<ul style="list-style-type: none"> • Evidence of the ability to practice and coach organization managers in the practice of a high level of confidentiality • Excellent computer skills in a Microsoft Windows environment. Must include knowledge of Excel and skills in ADP Payroll System • Knowledge and experience in employment law, compensation, organizational planning recruitment, employee relations, safety, and employee engagement • Better than average written and spoken communication skills • Outstanding interpersonal relationship building and employee coaching skills • Excellent organizational management skills • Experience in a Pharmaceutical Manufacturing environment preferred. • Minimum of 2 years of experience in Human Resources positions preferred • Leadership skills which reflect directives for compliance of all pharmaceutical products • Innovative • Naturally positive, upbeat attitude
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	<ul style="list-style-type: none"> • Demonstrates a high level of confidence, integrity and motivation • Handles confidential and non-routine information with poise, tact, and diplomacy • Flexible and responsive • Outstanding organization skills; is detail-oriented self-starter; is able to independently prioritize and multitask; follows through consistently; demonstrates ownership through responsibility and accountability for end product; is proactive and persistent in job efforts; does not get frustrated with time limitations or high-pressure situations; works productively when under pressure • Anticipates and meets the needs of executives, teams and administrative colleagues • Ability to work effectively in a fast paced, timeline-driven, extremely high-expectation environment; is flexible to occasionally work overtime on short notice • Takes initiative and exhibits resourcefulness in problem solving; experienced in working in a collaborative team environment • Maintains confidentiality at all times and exercises solid, dependable judgment and discretion • Displays effective communication skills, both oral and written (timely, clear, succinct); constructively delivers and receives feedback
Education/Certifications/Licenses/Other	<ul style="list-style-type: none"> • BS or MS in Human Resources or related field preferred

6. Physical Demand and Work Environment:

a. Physical demands:

While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

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b. Work environment:

N/A