



Position: Recruiter (In Office Position)

Reports To: Branch Manager / Recruiting Manager

About Synerfac:

- Synerfac is in the business of providing opportunities and adding value. We strive to create extraordinary experiences:
 - For our clients – we provide staffing services that enable them to focus on their core competencies which will add value to their businesses.
 - For our employees – we provide permanent and temporary assignments that complement their job skills and experience while providing professional and financial rewards.
 - For our staff – we provide careers that are balanced, uplifting and carry the highest rewards by continually improving our business process.

Our goal is to enhance the lives and enterprises of all those we touch to make them better off for having known us.

Primary Duties & Responsibilities:

- Develops, facilitates, and implements all phases of the recruitment process.
- Collaborates with sales managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Assists with job posting and advertisement processes.
- Screens resumes, applications and selects qualified candidates.
- Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
- Assists with the interview process, attending and conducting interviews with managers, and directors
- Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Performs other duties as assigned.

Required Skills/Abilities:

- A roll up your sleeves & do what it takes to get it done attitude.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with good negotiation tactics.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
- Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems.
- Proficient with Microsoft Office Suite or related software.

Benefits of this role:

- Performance-based incentives
 - Quarterly bonuses
- Benefits
 - Healthcare benefits
 - Dental & 401(k)

The Culture:

- Since 1987, Synerfac has served three groups: our clients, our candidates, and our staff. We treat all three with equal importance because we recognize the synergy of success: when one group succeeds, we all succeed.
- Synerfac promotes from within first; the majority of people who start as a recruiter develop into advanced recruiting or sales career paths.

This is an in person/ in office position.

Minimum Qualifications:

- Bachelor's degree (Required)
- Customer service, leadership, or sales-focused experience
- Experience collaborating in a team-oriented environment
- Desire to work in a performance-based environment
- A minimum of one year of sales or customer service experience (Preferred)