



Recruiter

Summary: Responsible for sourcing candidates with the right combination of experience, education, and skill to fill open positions. Determines the best methods to reach and attract candidates. Leads hiring managers through the process from inception to on boarding. Requires a thorough knowledge of Family Health Center's Policies as defined by the Employee Handbook. Exposed to a variety of confidential organizational and employee information and responsible for maintaining confidentiality.

Education and/or Experience include the following. Other duties may be assigned:

- Work with hiring manager to cost-effectively source the best candidates.
- Primarily focuses on positions up to director level.
- Conduct intake meetings with the hiring manager to develop recruiting plans. Work with hiring manager to ensure job descriptions accurately reflect the position prior to launching the search.
- Ensure Staffing Request forms have been approved.
- Post open positions to job boards, FHC website, schools and other platforms based on the recruiting plan.
- Assist hiring manager in developing interview questions as needed.
- Screen applicants and interview applicants prior to submitting to hiring manager.
- Make salary recommendations, write job offers, and get final approval from Executive Director of Human Resources and CEO prior to extending offer.
- Conduct regular follow-up with hiring managers to determine the effectiveness of recruiting plans and implementation.
- Build networks to find qualified passive candidates.
- Proactively look for ways to increase awareness of FHC as an employer of choice.
- Ensure all employees are signed up for new employee orientation and effectively on boarded.
- Participate in job fairs and other recruiting initiatives.
- Develop relationships with internal staff, hiring managers, college/universities, and other professional development associations.
- Manage relationships with vendors as appropriate.

- Manage assigned projects.
- Coordinate new hire documents, ensuring applicants are aware of the document requirements to complete the employee file.
- Ensure necessary paperwork gets submitted to payroll in a timely manner.
- Participate in professional development activities to keep current with human resources and administrative trends, practices, and productivity tools.
- Participate and attend company-wide and departmental meetings as required.

Education and/or Experience:

Requires a Bachelor's Degree in Business with emphasis in Human Resources or a combination of education and experience. In addition, requires five plus years of increasing responsibility in Human Resources. Must have prior experience recruiting for similar roles. Prior experience recruiting for a healthcare organization preferred.

How to Apply: Please apply at:

https://workforcenow.adp.com/jobs/apply/posting.html?client=fhckzoo&jobId=38442&lang=en_US&source=CC3

Contact Information:

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