

Charleston Animal Society (CAS)

JOB DESCRIPTION

<u>Dept./Division:</u>	Administration
<u>Title:</u>	Recruiter/HR Generalist
<u>Supervisor/Title:</u>	Senior Director of Human Resources
<u>Direct Reports:</u>	None
<u>Working Relationships:</u>	Applicants, Patrons, Staff, Directors, Senior Staff, Constituents, Officers and Committees of the Board of Directors
<u>Compensation:</u>	Exempt; Full-time, commensurate with experience and qualifications.
<u>Job Summary:</u>	The Recruiter/HR Generalist will support the overall operations of the office of Human Resources, primarily by overseeing the full life cycle recruiting and placement of new hires for the organization. Successful candidates will possess expertise in the recruitment and selection process. This including targeted recruitment to locate and attract potential employees, constructing and managing exciting postings and job advertisements, pre-screening and interviewing candidates, participating on panel interviews and assisting with job offers and declines. This individual will also be involved with onboarding of new hires.
<u>Key Responsibilities:</u>	<ul style="list-style-type: none"> • Develop recruiting plans, tools, and innovative sourcing strategies, pre-screen candidates to assess qualifications, monitor status of recruiting process, and complete all necessary paperwork to process new hires. • Seek creative solutions for recruiting candidates; Builds applicant sourcing by researching the best job sites to target for open positions, contacting community services, colleges, agencies (if needed), social media outlets, job fairs, and job boards. • Manage all job postings, monitoring job performance, and adjust as needed. • Collaborates with department managers and fulfills recruiting requisitions, to meet organizational needs. • Determine applicant requirements by learning and understanding shelter positions and all job qualifications and updating job descriptions as needed. • Ability to fill a variety of positions across departments and facilities, including full time, part time, seasonal, temporary, and assisting the summer internship programs. • Contacts potential applicants with influence through various means, including phone, email, text, and job board messaging. • Set up interviews via zoom or in person meetings. • Assists in setting up pre-employment drug screens and background checks. • Completes all new hire orientations and employee onboarding. • Introduces new hires to staff members and other associates in a fun and engaging way. • Maintains regular contact with potential and future candidates. • Influence managers on optimal workforce utilization, talent management, and retention. • Manages the organization of personnel files. • Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. • Other duties as assigned.
<u>Qualifications:</u>	<ul style="list-style-type: none"> • High level of interpersonal skills to handle sensitive and confidential situations and documentation.

	<ul style="list-style-type: none"> • Ability to work under pressure and deadlines. • Excellent judgment, strong decision-making abilities, and negotiation skills. • Cooperative and collaborated skillset necessary for interacting with broad range of contacts, including a wide range of applicants, senior management, as well as the community. • Excellent written and verbal communication skills. • Demonstrated ability to work independently and contribute to a team environment. • Ability to manage complex and highly confidential information with utmost discretion. • A high degree of personal organization and self-management. • Excellent social and interpersonal skills, able to operate with diplomacy, tact and empathy. • A strategic thinker with a strong work ethic and excellent attention to detail and accuracy. • Great attention to detail and to a high standard of work. • Ability to take initiative and work well in a deadline-oriented environment with persistence and follow-through to completion. • Able to multi-task and anticipate project needs, discern work priorities and meet deadlines. • Ability to make spur-of-the-moment decisions based on organizational needs and unexpected changes, interruptions, or other urgent matters. • Strong proficiency with Microsoft Office suite including Publisher; Word, Excel, and PowerPoint. • A general understanding of policy and strategy trends affecting sheltering and animal welfare. • A strong interest in the work of charities and/or social enterprises. Worked in a demanding environment and have shown initiative. • Bachelor Degree or Associates Degree in Human Resources or Business. • 2 years successful experience in high volume and full cycle recruiting. • Understanding of Employment and Labor Relations Law. • PHR, SPHR, SHRM-CP or SHRM-SCP preferred.
<u>Additional Information</u>	<ul style="list-style-type: none"> • Valid driver's license required and must have excellent driving record. • Occasional travel throughout Charleston County, the State and Nation. • Must be self-guided individual requiring minimal supervision. • This is a co-office environment. (No Hybrid or Remote at this time) • Physical requirements include, but are not limited to, walking, standing and moving of equipment and animals (ability to lift 50 pounds). • Charleston Animal Society is an equal opportunity employer. Qualified candidates will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, religion, or veteran status.
<u>Schedule:</u>	Primary schedule may include weekdays and/or weekends, including evenings, as appropriate.
<u>Working Area:</u>	Charleston Animal Society and venues for meetings throughout Charleston County and beyond.

Job Description Approved by:
Acceptance:

Position Authorized by:

Employee Review &

Date: _____

Date: _____

Date: _____