



John G. Ullman & Associates, Inc.

COMPREHENSIVE WEALTH MANAGEMENT SINCE 1978

JOB DESCRIPTION

Position Title:	Recruiter & Human Resource Generalist
Department:	Human Resources
FLSA Class:	Exempt-Administrative
Job Type:	Full Time
Standard Week:	40+ Hours Per Week
Reports To:	Director of Human Resources

Job Description: primary focus of the position will be full-cycle recruiting, including talent sourcing and attracting candidates, pre-screening and interviewing, hosting candidates during on-site visits, selecting, scheduling and preparing interview committees, coordinating the hiring process, and completing the on-boarding process.

As time permits, the secondary focus of the position will be serving as a Human Resources Generalist. Duties will include assisting the Director and the Senior Human Resources Generalist/Benefits Administrator with benefits, leaves, time off, departmental on-boarding, compliance, pandemic administration, policies, employee relations, performance management, training, reporting, and meeting preparations.

Job Duties

Recruiting

- Work in conjunction with the Director of Human Resources to identify the positions to be filled and the priority level for each position.
- Contact the Hiring Managers to review the job description to ensure it is still an accurate reflection of the position, including the list of requirements.
- In conjunction with the Hiring Manager and the Director of Human Resources, develop a search management plan.
- Prepare job postings to attract qualified candidates who align with the jobs responsibilities and requirements.
- Strategically source the job postings to create awareness regarding the firm, employment opportunities with the firm, as well as fulfilling our compliance requirements.
- Identify opportunities to strategically engage with networking and referral sources that will allow the firm to proactively identify and attract prospective candidates to consider employment opportunities with the firm.
- Review all application materials and candidate referrals to ensure they meet the requirements established for the position
- Pre-screen qualified candidates through the use of telephone interviews, video-interviews, and/or on-site interviews to identify viable candidates for further consideration.

- Refer viable candidates to the Hiring Manager for review and consideration. Schedule selected candidates to interview with the Hiring Manager in the manner described in the search management plan.
- Schedule selected candidates for an on-site visit to meet with members of the Interview Committee. Host the candidate during their visit and coordinate the interviews for the members of the Interview Committee throughout the day.
- Coordinate the decision making process by gathering feedback from the members of the Interview Committee. Analyze the feedback and prepare a hiring decision recommendation for the hiring manager.
- In conjunction with the hiring manager and the Director of Human Resources, coordinate the job offer process. Confirm the details of the job offer and who will be responsible for extending the verbal job offer to the candidate.
- Prepare and send the Job Offer Package to the candidate.
- Coordinate with the Director of Human Resources and the Senior Human Resources Generalist/Benefits Administrator to confirm who will be responsible for working on the steps of the Conditional On-Boarding Process.

Reporting-Recruiting Activities

- Prepare a weekly status report to be reviewed during the Human Resources Department Meeting.
- Prepare a weekly status report to be reviewed by the Chief Operating Officer in preparation for the Executive Team Meeting.
- Prepare a quarterly status report to be reviewed by the Senior Vice President and the Director of Human Resources in preparation for the Board of Director Meetings.
- Prepare an annual status report to be reviewed by the Vice President/Controller and the Director of Human Resources in preparation to report to the County IDA.

Human Resources Generalist

- As time permits, assist the Director and the Senior Human Resources Generalist/Benefits Administrator with benefits, leaves, time off, departmental on-boarding, compliance, pandemic administration, policies, employee relations, performance management, training, reporting, and meeting preparations.

Required Qualifications:

- Bachelor's Degree or the equivalent in training and experience.
- A minimum of 3-5 years of experience working as a recruiter.
- Experience proactively recruiting prospective candidates using networking and referral techniques.
- Demonstrated ability to interview candidates at all levels of the organization.
- Experience working as a Human Resources Generalist
- Strong interpersonal skills and an effective communicator.
- Strong organizational skills and the ability to manage multiple assignments effectively.
- Attention to detail and the ability to prepare reports for a variety of users.
- Strong technical skills to include Microsoft Office, Outlook, and Database Informational Systems.

Preferred Qualifications:

- Experience working as a recruiter in financial services, or a related field.
- Experience developing interview strategies and techniques to align with the search management needs for each position.
- Experience training, mentoring, and guiding hiring managers and/or interview committee members who may be new to interviewing.

Equipment, Software and Materials Used:

- Microsoft Office (Word, Excel, PowerPoint)
- Outlook (Email and Scheduling)
- Word Press (job postings)
- Pivotal (time off system)