

Recruiting / Staffing Specialist



INCUMBENT: Vacant
REPORTS TO: Director of HR & Business Operations
LOCATION: Bowling Green, KY
STATUS: Full-time, Exempt, Hybrid
DATE: Open Until Filled

DESCRIPTION

The Recruiting / Staffing Specialist will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization. This position will focus on both exempt and non-exempt placement for the organization, working in multiple industries under one parent company. This position will also be responsible for onboarding activities and orientation scheduling.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop, facilitate, and implement all phases of the recruitment process.
- Collaborate with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Identify and implement efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Post open positions utilizing job boards, social media, and the company website.
- Screen applications, schedule interviews, and select qualified candidates.
- Assist with the interview process, attending and conducting interviews alongside department managers and/or other area leaders.
- Collaborate 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.
- Ensure compliance with federal, state, and local employment laws and regulations, and company policies.
- Attend and participate in local job fairs and other community events.
- Conduct or acquire background checks and employee eligibility verifications.
- Oversee employee onboarding and separation processes, ensuring related documentation is collected and properly maintained.
- Facilitate onboarding activities and paperwork and prepare orientation schedules.
- Handle employment related inquiries from applicants and staff, referring complex and/or sensitive matters to the Director of HR & Business Operations.
- Assist with volunteer recruitment and placement for the Museum.
- Assist the Human Resources department with other projects and special events as needed.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree in human resources management or related field.
- Minimum of two years of recruiting experience for exempt and non-exempt roles.
- PHR or SHRM-CP certification preferred.

QUALIFICATIONS

- Strong decision-making capability and analytical ability.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Extensive knowledge of laws, regulations, and best practices applicable to hiring and recruitment.
- Demonstrated quick and effective responsiveness to candidate inquiries.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient in Microsoft Office Suite.
- Excellent verbal and written communication skills.
- An extremely organized, disciplined, self-directed individual.
- Ability to manage and prioritize multiple tasks.
- Unquestioned personal and professional integrity with assertiveness, presence, and confidence.
- High level of commitment to team and company values.
- Attention to detail, establishing priorities and meeting deadlines.
- Willing to travel as needed.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and other office equipment.
- Must have sufficient mobility to move around the office and Museum.