

**Reports to:** Director of Human Resources

**Functional Area:** Human Resources

**Schedule:** Monday-Friday

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**POSITION SUMMARY:**

Reporting to the Director of Human Resources, the HR Coordinator/Recruiter, (HRC/R), develops recruiting strategies in support of organizational staffing objectives. This position develops and executes recruiting strategies to deliver suitable job candidates for assigned positions and enhances Armstrong's ability to recruit and retain employees.

The HRC/R performs a wide variety of clerical and administrative duties and assignments related to the recruitment, onboarding and retention of employees. The HRC/R actively participates in the recruiting process, analyzes employee performance and retention, addresses employee matters, and organizes work activities on behalf of the company. He/she plays an active role in formulating methods to improve employment policies, hiring processes and practices as well as recommending changes to the Management team.

The HRC/R will lead all recruitment activities such as posting job notices, reviewing job applications, conducting telephone and in person interviews, coordinating job fairs, organizing orientations and creating offer letters. He/she will create and place employment ads on various mediums such as the company website, internet job recruiting websites and social media as well as immediately follow up with interested candidates.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ascertain recruitment requirements by evaluating organizational development plans
- Confer with management to identify recruiting need. Provide regular updates and feedback to Management
- Develop effective recruiting plans and strategies
- Align job candidate profiles with staffing objectives
- Source applicants through various methods including advertising, recruiters, job sites, career fairs
- Maintain effective relationships with social and professional networks to source qualified candidates
- Organize and execute college recruitment programs

- Review resumes and qualifications to determine suitability of candidates
- Pre-screen job candidates
- Manage all communication with candidates, informing them fully about the job and company
- Manage applicant tracking system, maintaining accurate and current applicant data base
- Keep current with sourcing strategies and industry trends
- Ensure regulatory aspects of the full cycle recruitment process compliance with federal and state legislation
- Participate in quality improvement projects for Human Resources
- Conduct HR and Employment training as needed
- Verify references, conduct background checks, and facilitate pre-employment testing as needed
- Attend recruitment events as needed- occasional night or weekend presentations/recruiting open houses etc.
- Manage social media outlets and implement best practices
- Supports Director of Human Resources in implementing human resource policies and procedures
- Update HR database with employee change requests and processes paperwork
- Assists HR Director with various research projects and/or special projects
- Ensure papers and documents are filed in appropriate employee personnel files, maintains personnel file in compliance with established company policy and prepares new employee files

**REQUIREMENTS:**

- College degree preferred or equivalent Human Resources experience (2-3 years) preferred
- One-year prior human resources/recruiting experience preferred
- One year prior customer service experience in an office setting preferred
- Prior recruitment and onboarding experience preferred
- Strong organizational skills required
- Strong written and verbal communication skills required

- Ability to handle personnel situations with tact and in compliance with state and federal laws required
- Ability to use computer software, including Word, Excel, PowerPoint, & Outlook required
- Ability to communicate and interact professionally with all internal and external customers
- Must be competent and confident with facilitating and leading group presentations
- Must be well organized and able to multi-task, follow instructions, and prioritize assignments
- Must be accurate, detail oriented and work with a sense of urgency
- Must have the ability to work with the various levels within the organization including management, supervisors and employees

### **COMPANY STANDARDS**

- Performs all duties in a safe, courteous, confidential and professional manner.
- Maintains a positive and professional image by being well groomed and properly attired at all times.
- Maintains response readiness consistent with company's response criteria.
- Mentors, trains, and encourages fellow staff as needed, to help them attain their full potential.
- Completes all reports legibly, accurately, and on a timely basis.
- Maintains confidentiality of all customer and Armstrong information.

### **PATIENT PRIVACY:**

- Expected to protect the privacy of all patient information in accordance with Company policies, procedures, and practices, as required by Law, and in accordance with general principles of professionalism as a health care provider.
- May access protected health information and other patient information only to the extent that it is necessary to complete job duties. May only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment, or other company operations.
- Encouraged and expected to report, without the threat of retaliation, any concerns regarding the company's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated management personnel.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Bachelor's degree or equivalent Human Resources experience (2-3 years) preferred

One-year prior human resources/recruiting experience preferred

**General:**

Ability to multi-task, prioritize, follow through, pay close attention to detail, and work within established deadlines. Proven ability to work under pressure and both as a member of the team and independently. Proficient in Microsoft Outlook, Word, and Excel. Excellent interpersonal skills; must be able to interact effectively with employees at all organizational levels. High level of organization skills required.

**Language Skills:**

Written and verbal communication skills are critical in this position. Ability to read and interpret policies and procedure manuals. Ability to respond to common inquiries or complaints from employees, management, and regulatory agencies. Ability to effectively interact and communicate with co-workers, management, and vendors.

**Mathematical Skills:**

Ability to work with mathematical concepts such as probability. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and walk; use hands and fingers to operate office and computer equipment; and talk and hear. The employee is occasionally required to reach with hands and arms and stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities include close, color, depth perception and ability to adjust focus.

Management reserves the right to randomly test employees for compliance with its drug-free workplace policy.

**WORK ENVIRONMENT:**

The work environment is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is occasionally hectic with quick turnaround times and deadlines.
  - The noise level in the work environment is usually quiet.
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**ACKNOWLEDGMENT:**

I understand that signing this job description does not create a contract of employment, guarantee employment for any definite period of time, or in any way affect my employee-at-will status. I understand that as an employee-at-will I may terminate my employment, or the company may terminate my employment, at any time, with or without cause and with or without notice.

*I have read and understand the above, and by my signature acknowledge that I am aware of the responsibilities and qualifications associated with this position.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature