

POSITION DESCRIPTION

*Prince William Sound
Aquaculture Corporation*

Position Title: **HUMAN RESOURCE RECRUITER**
Category: Full time, regular, full benefits
Payroll Classification: Hourly, Non-Exempt
Organizational Unit: Administration
Location: Cordova Administrative Office
Customary Work Hours: 8:00 – 5:00, Monday - Friday
Supervisor's Title: Human Resource Manager
Effective Date: January 1, 2016
Approved By: _____ Date: _____

Basic Function: The Human Resource Recruiter functions as part of the human resources team in the developing and implementing recruiting plans and strategies designed to fulfill the temporary employee staffing needs.

Primary Responsibilities: The primary responsibility of the position is to recruit and fulfill the temporary employee staffing needs through creative and strategic processes.

Description of duties and tasks:

- Develop recruiting requirements by studying organizational plans, objectives, and manpower schedules; meeting with managers to discuss needs.
- Develop and initiate recruiting plans and strategies to identify and attract a talented workforce.
- Oversee and conduct candidate screening, interviews, reference and background checks.
- Recommend candidate selection and placement; assist with hiring process.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities:

- High level of interpersonal skills, phone etiquette, and writing skills.
- Knowledge of human resource systems, databases, labor law, and best practices.
- Ability to maintain a high level of confidentiality.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Considerable knowledge of office management and organization, general office practices procedure and filing systems.

- Strong computer skills and software familiarity in Microsoft Office, WordPress, and Facebook.
- Ability to establish and nurture longstanding relationships with industry professionals.
- Ability to conduct independent research.
- Ability to plan, direct and coordinate the work of others.

Essential Functions: Work performed at the Cordova or Anchorage Administrative Office. Must be able to move about freely; sit at a desk most working hours, use telephones and computers unimpaired; ability to lift and carry 30 pounds. Must be able to read and write clearly in the English language. Must be able to hear and see to receive and understand verbal and written instructions. Must be able to drive a company vehicle.

Minimum qualifications:

- a. Bachelor's degree from an accredited college in human resource management or a closely related field; and one year of human resources management experience.

Substitutions:

- Three years of any combination of progressively responsible work experience in human resource management will substitute for the required bachelor's degree.
- b. Must have a current driver's license and pass a pre-employment drug test.

Positions Supervised: None.