

Recruiter Job Description

Summary:

Recruitment responsibilities for Scantibodies Laboratory in our domestic facilities. Perform as back up for Human Resources Generalist duties as necessary.

Essential Duties:

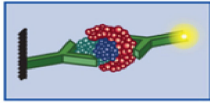
- Recruit for all positions within the U.S. for Scantibodies Laboratory
- Conduct reference check for all candidates
- Assist with Human Resources activities such as the Picnic, quarterly Breakfasts, etc.
- Handle employee relations issues as needed
- Compile data and reports for Executive Management
- Liaison for outside temporary employment sources
- Maintain and keep current tracking system for recruiting personnel.
- Maintain strictest confidentiality at all times
- Candidate screening
- Perform in-person and phone interviews
- Coordinate interviews hiring managers
- Stay current on company's organizational structure, personnel policy and state laws regarding employment practice
- Complete timely reports on employment activity
- Open requisitions as needed
- Regular, reliable and predictable attendance
- Other related duties may be required

Job Specifications:

- High School diploma or equivalent required.
- A minimum of 5 years recruitment experience.
- Supervisory experience preferred, but not required.
- Must be able to multi-task, prioritize and meet deadlines with minimal supervision.
- Must maintain confidentiality at all times.
- Valid driver's license, current proof of insurance and clean driving record.

The following characteristics are important for success:

- Strong team leadership skills; will lead by example and be willing to pitch in to get the job done.



- Credibility with peers, senior management, business partners, relevant agencies and customers.
- A bias for action; effectively develops and executes strategies and plans; demonstrates a track record of achievement.
- Excellent strategic thinking.
- A comfort level with challenging others and having your own ideas challenged.
- The ability to set the highest standards of achievement.
- The ability to set and adhere to the highest level of integrity, morals and ethics.
- A high degree of professionalism with the ability to be a high energy, passionate champion for the company.
- An ability to be a part of closely-knit teams and interacting effectively across disciplines.
- Sensitivity to internal and external customer needs.
- Ensure alignment with internal customer needs.
- Implement continuous improvement initiatives to ensure maximum productivity.
- Adhere to all GMP and ISO guidelines.
- Any time you are unable to report to work due to illness you must speak directly to your supervisor, if that person is not available then to Human Resources. It is not acceptable to leave voice mails, e-mails or messages with co-workers.

Equal Employment Opportunity (EEO):

SLI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.