



RECRUITER JOB DESCRIPTION

Summary

Manage company's full cycle recruiting to grow and scale our teams and create a stellar candidate experience. This will include crafting detailed job descriptions, sourcing a diverse set of candidates, conducting phone interviews, and a variety of tasks to take a candidate from application to offer. This roll will also assist in a variety of HR administrative functions such as filing, onboarding, and assisting with other programs to enhance the unique cultures of both The Front Climbing Club and Vertical Solutions.

Primary and Essential Functions

- Partner with hiring managers to determine staffing needs and develop a creative approach to finding the best talent.
- Execute & manage the full cycle recruitment process including posting, sourcing, screening, scheduling, interviewing, negotiating offers, processing background checks, and marketing culture.
- Create and update job descriptions.
- Develop strategic plans for sourcing candidates with diverse backgrounds for each of the company's roles.
- Create a stellar candidate experience from application to offer and assist with crafting a positive, informative onboarding program that represents our culture.
- Track and analyze metrics and report on hiring progress on a regular cadence.
- Assist with administrative tasks such as filing, ordering office supplies, and managing outgoing mail.
- Make updates and ensure data integrity in appropriate software's (ATS, HRIS, employee database, POS, etc.).
- Assist in planning and running employee events.
- Participate in effective communication to keep employees informed and up to date.
- Document HR SOPs.
- Work closely with HR Manager to develop and implement various HR initiatives to support, protect, and grow the organization.
- Other duties and projects as assigned.

Requirements

- High school diploma is required and a bachelor's degree in Human Resources, Business, or another relevant field is preferred.
- Minimum of 2-3 years recruiting experience, preferably in the outdoor, construction or manufacturing industry.
- A passion for building diverse teams and delivering an exceptional candidate experience.
- Excellent communication skills, including written, verbal and presentation.
- Sharp interview skills with ability to screen for both technical and cultural qualities.
- Customer service experience & proven interpersonal skills.
- Ability to manage multiple roles varying from entry level positions to C-suite positions and prioritize effectively.
- Must be proactive, a team player with a sense of humor, and someone who is adaptable and comfortable with change, ambiguity, and working independently.
- Proficient in MS Office including Excel, Outlook, PowerPoint, etc.
- Must take pride in and maintain integrity in their work.

- Be able to collaborate and innovate as a means to create exceptional value for our members, our company, and ourselves.

The Front Climbing Club is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.