



HUMAN RESOURCES ASSOCIATE/CORPORATE RECRUITER

Job Purpose

The Human Resources Associate/Corporate Recruiter will be responsible for managing the end-to-end recruitment process and supporting various Human Resources/Administrative functions. This role requires a strategic thinker with exceptional networking and communication skills, capable of identifying and engaging talent. The ideal candidate will have a strong understanding of the industry and a proven track record of successfully filling from senior to entry-level roles.

Duties and Responsibilities

- Develop and implement effective executive recruitment strategies to attract, hire and retain top-tier talent for all positions.
- Conduct market research and maintain a strong pipeline of potential candidates through networking, headhunting, and industry connections.
- Build and maintain strong relationships with industry leaders and potential candidates to enhance the company's talent network.
- Source and engage candidates through job boards, social media, networking, and other channels.
- Maintain a positive candidate experience throughout the recruitment process.
- Collaborate with hiring managers to understand staffing needs and job requirements.
- Coordinate Benefits Renewals with Employees
- Assist in developing job descriptions and posting job ads on appropriate platforms.
- Manage and maintain the applicant tracking system (ATS) to ensure accurate and up-to-date records.
- Collaborate with the HR team on various projects and initiatives to enhance employee experience and company culture.
- Assist in maintaining Business & other Professional Licenses for the company.
- Support the onboarding process for new hires, ensuring a smooth transition into the company.
- Assist with employee record management, ensuring compliance with company policies and legal requirements.
- Participate in employee engagement initiatives and help organize company events and activities.
- Provide support in performance management processes, including performance reviews and feedback sessions.
- Assist in the development and implementation of HR policies and procedures.
- Respond to employee inquiries and provide guidance on HR-related matters.
- Collaborate with the HR team on various projects and initiatives to enhance employee experience and company culture.
- Assist in the office management for all DAVENPORT locations.
- Assist with other HR/Admin duties as requested.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field preferred.
- Proven experience as an executive recruiter or similar role, preferably within [industry/sector].
- Strong understanding of executive-level roles and the unique challenges of recruiting for these positions.

- Strong understanding of recruitment processes and best practices.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information.
- Detail-oriented with strong organizational skills and the ability to multitask.
- Proficiency in Microsoft Office Suite and experience with applicant tracking systems (ATS).
- Knowledge of HR policies and employment laws is necessary

Travel

Primary service area will be NC, although it could be in any of DAVENPORT's offices. Some travel required, less than 15%. Travel would consist of mostly office visits and/or recruiting events.

Reports To

- Business Manager