



Human Resources Recruiter – part-time

*Located at: Center Township, 131 Pleasant
Drive 2nd floor, Aliquippa, PA 15001*

Reporting to the Director of Human Resources, the HR Recruiter will be responsible for full cycle recruitment activities. The HR Recruiter will work collaboratively with all levels of the organization.

Key Job Responsibilities:

- Strategically source, recruit, screen and interview job candidates. Deliver top talent through sourcing efforts, community networking, and college campus visits.
- Utilize social networking tools including LinkedIn, as well as, traditional sourcing.
- Develop and manage external and internal job postings.
- Review resumes and screen candidates to determine interest level, potential fit, and qualifications.
- Coordinate on-site department interviews.
- Extend and negotiate offers of employment with candidates.
- Coordinate on-boarding processes that support talent retention.
- Develop and track all facets of the recruiting and hiring process so that the processes are transparent and measurable. Set continuous improvement goals.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Provide information to employees on questions relating to compensation, benefits, and PTO.
- Assure compliance of human resources activities with applicable state and county monitoring agencies.

Qualified candidate must have:

- Bachelor's degree with a focus in HR or Business
- Minimum 1-2 years of experience in Human Resources
- Knowledge of employment law and practices
- Excellent organizational skills and attention to detail
- Strong verbal and written communication skills. High level of interpersonal skills.
- Ability to work in a team environment. Strong work ethic with high integrity.
- Microsoft Office Skills – Excel, Word, PowerPoint
- PHR certification desirable

The position is a part-time position, working up to 28 hours per week Monday through Friday between 7:30 a.m. – 3:30 p.m. This position is eligible for paid time off plus 11 paid holidays. Please submit resume and cover letter or completed [application](#) to HR@bcrc.net.

For over 50 years, BCRC, Inc., a non-profit organization, has been supporting clients with disabilities in order to help them feel confident in their abilities rather than their disabilities. Our team assists clients as they work to overcome vocational barriers and live lives that are more independent through involvement in community activities, volunteerism and job seeking/acquisition.