



Job Description

Job Title	Recruitment Specialist		
Employed by	Dynamic Workforce Solutions		
Reports to	Title	Project Director or Career Center Manager	

Salary:	\$28,000 - \$37,000	Type of position: FT	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-
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PURPOSE

Provide employers with the qualified candidates for posted positions.

KEY ACCOUNTABILITIES

- **Job Order Matching** – Successfully recruit candidates for assigned job orders through mining Employ Florida, Indeed, Linked In, and other sources to find qualified and interested candidates. Develops and executes recruitment plans to ensure proper quantity and quality of talent is available to meet employer needs. *Measure – Quality referrals per open job order; Percent of job orders with at least 1 quality referral*
- **Quality of Referrals to Job Orders** – Assisting in all aspects of talent acquisition for local businesses including screening and assessing candidates for technical and soft skills to assess suitability and fit for assigned positions. *Measure – Quality referral form ratings; referral to hire ratio.*
- **Placements** – Appropriately connect career seekers to open positions, resulting in employment. Additionally, connect career seekers to opportunities for training and development and other career center services to increase opportunities for employment. *Measure – Total placements achieved.*
- **Labor Market Expertise** – Acquire and maintain knowledge of market research tools and the trends in the industry or sector to appropriately guide and direct career seekers to placement or education. *Measure – Semi-annual competency scores for assigned industry sectors and programs.*
- **Total Quality Management** – Ensure that activities and case notes meet standards set forth by federal program requirements. Maintain accurate reports to measure impact of recruitment and sourcing efforts and analyze for continual improvement cycle. *Measure – Meet monthly self-monitoring and customer follow-up requirements; achieve annual error rate of no greater than 3% from program and follow-up monitoring.*
- **Customer Satisfaction** – Maintain high levels of customer satisfaction by providing valued and timely services. Customers include both career seekers and employers. *Measure – Achievement of customer survey response and rating goals.*
- Other duties and responsibilities as assigned.

WORK EXPERIENCE REQUIREMENTS

Job Title	Recruitment Specialist		
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<ul style="list-style-type: none"> – Minimum of one year experience in staffing, recruiting, human resources or workforce development required. – Previous experience recruiting for a diverse range of industries preferred. – Previous experience with social media and talent acquisition technology preferred. – Fluency in English and Spanish helpful. 			
KNOWLEDGE, SKILLS AND ABILITIES			
<ul style="list-style-type: none"> – Knowledge of best practices in employment recruiting and selection procedures. – Ability to engage, understand, and respond to the needs of business accounts. – Proficient with Microsoft Office, CRM applications, social media platforms, and other technologies. – Excellent verbal and written communications skills are critical. – Ability to accurately document customer interactions through well-written case notes is a must. – Knowledge of business practices within specific industry is preferred. – Must have the ability to work in a fast-paced and diverse environment. – Strong familiarity with regulatory entities and their laws and guidance that apply to job posting and recruitment. – Self-motivated and goal driven – Strong organizational skills a must. 			
APPLICABLE STRENGTHS THEMES			
<p>CareerSource Capital Region is a Strengths Management organization. For a brief description of the Strengths themes go to: http://www.strengthstest.com/theme_summary.php and for more information go to http://www.strengthsfinder.com. It is required that all staff understands and demonstrates daily usage of their own Strengths. Strengths are important to the successful operation of the organization and as such a combination of the following Strengths is preferred.</p>			
Primary Strengths Themes	Secondary Strengths Themes		
Achiever, Competition, Developer, Focus, Futuristic, Individualization, Input, Relator, Restorative, Strategic, Woo	Activator, Adaptability, Arranger, Belief, Command,	Communication, Consistency, Empathy, Learner, Includer, Maximizer,	
EDUCATION REQUIREMENTS			

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<p>– Bachelor’s degree or equivalent experience is required. Areas of specialization in Human Resources, Communications, Business, Psychology, or closely related field is preferred.</p>		

STAFF (PRINT NAME)	
STAFF (SIGN)	Date
SUPERVISOR (PRINT NAME)	Title
SUPERVISOR (SIGN)	Date
DATE HIRED	