Do you have a passion for finding the right person for the job? Do you enjoy building relationships with people? This is a position with opportunity for growth with an exciting, worldwide company.

**Job Description:** Recruiter

**Position Reports to:** Human Resource Manager

**Job Purpose Summary:** This position’s main job duties will be to take care of everything related to recruiting. He/she will coordinate and execute the process in the recruiting and hiring, manage company’s online presence to attract more candidates and assist in researching and drafting policies.

**Recruiter Key Responsibilities:**

- Coordinate and execute the process in the recruiting and hiring, including: creating job descriptions, posting job openings, reviewing resumes, conducting telephone interviews and scheduling interviews.
- Work with hiring managers to assess their staffing needs
- Manage company’s online presence to attract more candidates
- Know the importance of employment law and compliance, especially regarding employment eligibility, confidentiality, proper maintenance of employee files, and forms management.
- Coordinate with Finance in the areas of new employee paperwork and payroll issues related to onboarding and termination
- Assist in developing and researching compensation packages to be competitive with the market
- Assist in developing a pay increase/bonus structure
- Assist in researching and drafting policies
- Improve and develop new uses for existing systems and syncing data to new systems

**Recruiter Key Qualifications:**

- At least 6 months of experience in a recruiter role
- Some formal HR education required
- Ability to work to collaborate across cross-functional teams and projects
- Experience with Facebook, Twitter, LinkedIn
- Computer and Technology savvy
- Strong verbal and written communication skills
- Ability to prioritize tasks and handle numerous assignments simultaneously
- Proficient in Microsoft Office, Apple products, and internet applications
- Member of SHRM a plus
- Highly organized and detail oriented
- Self-directed, motivated and goal oriented

If you are interested, email your cover letter and resume to Ben and tell Ben in the cover letter that you are responding to the announcement Pat Wheeler shared with them at Weber State.
Ben’s email is: ben@trampolineparksllc.com