



# JOB DESCRIPTION

<b>Position Title:</b> Recruiter	<b>Department:</b> HR
<b>FLSA Status:</b> Exempt	<b>Pay:</b>
<b>Reports To:</b> Talent Acquisition Manager	<b>Incumbent:</b>

## JOB SUMMARY:

Responsible for interviewing, testing and referring applicants for clerical, technical, administrative and management positions throughout TARTA. Must possess considerable skill in interviewing techniques, a good knowledge of all administrative and specialized functions in the company, a basic understanding of the company's organizational structure as well as an extensive knowledge of personnel policy, procedures and federal and state laws regarding employment practices.

One Team! One TARTA! The role of the Recruiter will focus on bringing in new talent to a new TARTA. In 2020, TARTA embarked on a transformational journey with the development of TARTA Next, a ten-year plan to increase community value through public transit services that make a positive impact. This transformation is powered by a dedicated team of professionals in each department from the leadership team to every front-line (and behind the scenes) team member.

## ESSENTIAL FUNCTIONS:

- Under the direction of the Recruiting Manager, partners with the hiring manager to determine staffing needs.
- Screens resumes, interview candidates (by phone or in person), administer appropriate assessments, reference/background checking, make recommendations for hire (or not hire) and deliver employment offers for both exempt and non-exempt position openings.
- Serves as an expert for recruiting candidates through social media and job boards to attract applicants online.
- Uses traditional and non-traditional resources to identify and attract quality candidates such as career fairs, on-line job fairs, community network events, etc.
- Manages internal transfer process including screening, coordination of interview with hiring manager, transfer offer letter, etc.
- Follows up with candidates and hiring managers to ensure updated information on the interview process status.
- Develops and maintain an excellent relationship with internal and external clients to ensure achievement of staffing goals.
- Communicates important employment information during delivery of employment offers (i.e. benefits, compensation, non-competition agreements, etc.).
- Manages current candidate activity in the Applicant Tracking System (ATS).
- Manages application/resume file and retention according to company policy.

Performs other related duties as required; all job descriptions are subject to change.

## KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of recruiting process, procedures, and techniques.
- Good time management skills to manage multiple job openings at once.



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- Must be hardworking, dedicated with a goal-oriented mindset.
- Able to collaborate with others and work as a team to find the perfect person for the job.
- Excellent interpersonal skills, organizational skills and proficient communication skills, both verbal and written.
- Able to communicate with applicants and guide them through the hiring process.
- Comply with all applicable laws and policies regarding employment law and confidential information.

### EQUIPMENT OPERATED:

- Computer applications software and basic office equipment.

### EDUCATION AND EXPERIENCE - REQUIRED:

- Education: Bachelor’s Degree in Business, Human Resources or related, preferred.
- Experience: Two (2) years prior experience in Recruiting; ADP/Workforce software, preferred
- Credentials:
  - **Licensure**: Valid Driver’s License

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. Extensive use of computer and keyboard and viewing of computer screen is required. Specific vision abilities required of this job include vision, color vision, and ability to adjust focus.

**Work Environment:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is typical of a busy office setting. The noise level in the work environment is usually quiet.

I understand the above duties are not all inclusive and may be changed as needed. I further understand that if I have questions, I must ask my supervisor for clarification.

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 Employee Signature Date

**Toledo Area Regional Transit Authority (TARTA) is an Equal Employment Opportunity (EEO) employer. TARTA does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws.**