

Job Title	HR Recruiting Assistant
Short Description	Supports the HR department with various aspects of the hiring process. Helps facilitate our recruiting and onboarding activities, uses high communication skills to manage a variety of functions related to recruitment, including reporting to the hiring manager and coordinating communication between job applicants.
Full Description	<p>Position Description</p> <p>Department: Human Resources Reports to: AVP of Human Resources Supervises: N/A Skill Level(s): N/A</p> <p>Position Purpose The primary purpose of this position is to assist Associated Credit Union in living out its Mission: To offer members financial products that fulfill their needs, service that exceeds their expectations, and relationships that inspire their trust.</p> <p>This role supports ACU's HR department with various aspects of the hiring process. As the first point of contact between applicants and the hiring manager, this individual is potential candidates' first impression of Associated Credit Union. The HR Recruiting Assistant helps facilitate our recruiting and onboarding activities, uses high communication skills to manage a variety of functions related to recruitment, including reporting to the hiring manager and coordinating communication between job applicants.</p> <p>Essential Functions & Core Duties</p> <ul style="list-style-type: none"> • Supporting recruiting teams with clerical duties • Scheduling interviews and balancing calendars for interviewers and candidates • Helping with initial applicant screening • Prepare and post job ads online • Perform Clerical Functions ☐ Answering phone calls, scanning documents, and making photocopies is integral to the recruitment process. ☐ Recruiting assistants ensure that all the necessary paperwork is filed and that applicant forms are completed and processed. ☐ Coordinate hiring activities ☐ Drafting offer letters ☐ Resolve issues as fast as possible (e.g. Interview cancellations) ☐ Handle records and paperwork • Schedule Interviews ☐ Schedule interviews in a timely manner ☐ Coordinating schedules with applicants and interviewers, creating calendars, sending interview confirmations, monitoring inboxes, and reconciling interview cancellations. ☐ Greet and assist interviewees onsite • Screen Applicants ☐ Help with resume screening and initial phone screens ☐ Screen applicants before moving their applications forward.

- ☐ Review application material, read resumes and cover letters,
- ☐ Set up phone interviews and/or WebEx interview. Possible in person interviews as well.
- ☐ Assist with new hire onboarding (e.g. Preparing documents, coordinating orientation agendas)
 - Update Applicant Information
- ☐ Maintain candidate database
- ☐ Perform data entry to input and update applicant information in the candidate database.
- ☐ Uphold confidentiality when handling applicant information.
 - Process Background Checks
- ☐ Process background checks to verify applicant information and ensure that the minimum hiring requirements are met such as verifying previous employment, credit history and checking for criminal background.
- ☐ Recruitment assistant responsibilities include, maintaining candidate database and handling paperwork. Ultimately, you'll help us hire efficiently and keep our hiring process running.
- ☐ Other duties as assigned

Qualifications

Education: BS/BA in HR, Business or relevant field.

Experience: Minimum two years' previous experience in human resources and recruitment is preferred. Familiarity with hiring practices and stages (screening, interview, assessment, background investigation, and onboarding). Experience using recruiting software and social networks for recruiting. Familiarity with interview, onboarding, and training processes required. Up-to-date knowledge of fair employment practices, workplace safety rules, compensation and benefit structure, and other general employee guidelines, policies, and regulations is preferred.

Core Competencies:

• Interpersonal skills:

☐ Possesses strong interpersonal skills. Demonstrates daily the credit union's commitment to maintaining a close and caring touch with its members.

☐ Exercises great care and discretion when dealing with sensitive issues/materials pertaining to applicants and staff.

☐ Functions effectively within a team environment.

☐ Able to formulate creative solutions that strengthen the Credit Union's relationship with members and business partners.

• Strong communication skills

☐ Excellent verbal communication skills; able to explain policies and concepts clearly and concisely to people with different levels of understanding.

☐ Demonstrated ability to write grammatically correct, concise documents. Good at proofreading.

• Demonstrates excellent judgement.

• Demonstrated experience with data entry and auditing.

• Must be able to deal with confidential information with the highest ethics and integrity. Understands the importance of confidentiality

- and consistently demonstrates this understanding in the workplace.
- Demonstrates superior attention to detail.
- Able to detect errors or inconsistencies in reports and spreadsheets.
- Takes initiative to follow-through and make sure a job is done properly and in a timely manner. Conscientious and dependable.
- Able to effectively conduct research using multiple resources.
- Flexible regarding schedule.
- Demonstrates strong organizational skills and the ability to switch priorities easily and frequently when needed. Able to meet deadlines while working with frequent interruptions.
- Understands and applies team and department “best practices” and continually works for process and service improvements.
- Proficient in computer skills with MS Office (Word, Excel, Outlook) and Adobe PDF knowledge. Able to easily learn other software needed for the position.

General Operational Requirements:

- Basic knowledge of credit union products and services, features, and benefits.

Performance Metrics

- Provide superior member service to the credit union’s internal and external members through their interactions with Executives, staff, vendors, and guests giving the ultimate member experience using ACU’s core values and standards.
- Up-to-date knowledge of fair employment practices, workplace safety rules, compensation and benefit structure, and other general employee guidelines, policies, and regulations.
- Completion and organization of scanning employee files and filing hard copy.
- Timely updates on Intranet concerning personnel and HR policy changes.
- Percent of HR special projects met within an agreed upon time, scope, and budget.
- Timeliness and accuracy of HR reporting.
- Consistency and thoroughness in quality of work.
- Effectiveness in communicating, coordinating, and executing tasks with diverse business units and support areas.
- Peer and team satisfaction/feedback regarding quality of support rendered.

Education	BS/BA in HR, Business or relevant field preferred
Additional Comments	
Credit Union	Associated Credit Union
State	Georgia
Contact Name	associated Credit Union
Email	kpennington@acuonline.org
Phone	770-448-8200

Fax 770-368-2120

Expiration Date 06/04/2021