

POSITION DESCRIPTION

Recruiter

Department: Human Resources

Location: Rochester, NY

Classification: Exempt

Reports to: Human Resources Director

Company Overview:

It is an exciting time to be at Woods Oviatt Gilman LLP. As we continue to grow, we work very hard to maintain an environment that is a fun place to work, and a place to feel proud of when you are out in the community. The firm recognizes the importance of work/life balance and many programs are in place to support that philosophy.

Summary:

We are seeking a high energy individual who will take on the responsibility of full cycle recruiting for our Rochester and Buffalo offices. The ideal candidate must have a proven track record with sourcing, phone screening, interviewing, and hiring qualified candidates.

Duties and Responsibilities

- Creating and updating job descriptions
- Post job openings to both internal and external job search websites
- Review resumes and screen candidates to determine eligibility and fit through skills testing, phone screens, and interviews
- Coordinate and schedule interviews
- Communicate offer letter and benefit package
- Provide follow-up correspondence to candidates on recruiting status via phone/email
- Lead campus recruiting efforts: including planning, coordination, talent identification, and developing strategic outreach
- Assist and coordinate summer associate program
- Tracking recruiting activities and providing bi-weekly activity reporting
- Develop sourcing strategies to attract high quality and diverse talent
- Identifying opportunities for improving the candidate experience and interview process efficiency

Minimum Qualifications

- Bachelor's degree, preferably in human resources
- Minimum of 3-5 years of prior recruiting experience
- Experience sourcing candidates via multiple methods is preferred
- Knowledge of EEO, ADA, Title VII and other employment laws and regulations related to hiring
- Excellent verbal and written communication skills
- Strong organization skills and attention to detail
- Ability to work independently
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Woods Oviatt Gilman LLP is an Equal Opportunity Employer