**Department:** Human Resources

**Location:** Rochester, NY

**Classification:** Exempt

**Reports to:** Human Resources Director

**Summary:**

We are seeking a high energy individual who will take on the responsibility of full cycle recruiting for staff and attorneys in 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**

* Plan and implement firm talent acquisition strategy
* Design and manage recruitment and selection processes (resume screening, screening calls, interviews etc.)
* Develop sourcing strategies to attract high quality and diverse talent
* Develop and manage job descriptions
* Post job openings to both internal and external job search websites
* Communicate offer letter and benefit package
* Serve as brand ambassador at various events, like career fairs or on-campus recruiting events
* Assist and coordinate summer associate program
* Track recruiting activities and providing bi-weekly activity reporting
* Establish new ideas for improving talent acquisition activities

**Minimum** **Qualifications**

* Bachelor's degree, preferably in Human Resources
* 3 plus years of 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.***

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