**Staffing Specialist job description**

**Job brief**

This is an entry level position that will support our Human Resources and Operations staff by sourcing candidates in a talent acquisition role. Responsibilities include setting recruiting strategies, qualifying prospective candidates, and researching and executing new and innovative sourcing strategies

**Responsibilities**

 Any combination equivalent to two years college in human resources, psychology, business

administration, social services or closely related experience.

 Knowledge of local community, labor market, and business resources

 Experience hiring and knowledge of human resource practices preferred.

 Ability to manage multiple projects; excellent organizational skills.

 Strong computer skills. Social media marketing skills, a plus.

 Proven customer service skills.

 Strong written and communication skills

 A valid California driver’s license and proof of insurance.

 Must pass a pre‐employment drug screen.

**Requirements**

•BA or BS in Business Administration, Marketing, Human Resources, Psychology or related field OR at least 8 years direct experience in business administration, marketing, human resources

•One or more years recruiting experience with a large, complex organization or high volume, fast-paced working environment

•Knowledge of general human resource topics (recruiting, application process, interviewing, hiring) required

•Knowledge of specialized human resource topics (benefits, turnover analysis, job skills analysis, staff development) preferred

•General knowledge of the world of work and occupational requirements in a wide range of industries required

•Able to listen to business customers and understand specific candidate qualifications required to meet employers’ needs

•Able to listen to candidates and assess suitability and interest in employer positions

•Works well in teams and with business customers and other staff (flexible, congenial and adaptable)

•Able to communicate effectively to others orally and in writing