

Metropolitan Companies is looking for an **HR Recruiter/Generalist** to join our team! The HR Recruiter/Generalist is responsible the recruiting processes to fill the staffing needs for all positions to include sourcing, interviewing, onboarding, staffing data analysis, benchmarking data, and process improvement within the recruiting function. The person in this position will also be responsible for supporting the HR Manager on generalist administrative tasks and HR projects.

A successful recruiter/generalist will collaborate with the hiring managers, attract candidates using various sources and ensure we retain the best employees, while growing a strong talent pipeline. This position is focused on recruiting but will have the opportunity to learn other aspects of HR through the generalist duties as required. We have a competitive package that include benefits (medical, dental, vision, life, short- and long-term disability), holiday pay, paid time off, bonus, etc. **If you are flexible, motivated and want to join a growing company, then this is the role for you!** Interested candidates should **send resume to <mailto:recruiting@mmsgaps.com>**.

Essential Duties and Responsibilities:

- Work with Hiring Managers in support of recruitment strategies to identify labor markets for all positions at the company. This includes developing relationships with external partners, such as, schools, trade centers, and professional organizations.
- Develop and participate in consistent selection processes for compliance and identification of qualified candidates.
- Identify ways to source candidates, including job boards, external opportunities, employee referral bonus program, etc.
- Utilize the Applicant Tracking System (ATS) to effectively manage applicants through the onboarding process.
- Screen resumes and refer qualified applicants to managers for further review
- Take candidates through the process of phone screen, interviewing, creating and extending offer letters (and additional documents), pre-employment process. This also includes the scheduling of all steps with hiring managers and anyone involved in the interviewing process as you go through these steps with candidates and providing updates as needed.
- Maintain, refresh, and deliver New Hire Orientation Program. This includes the preparation of packets, new hires paperwork and the process from offer to first day.
- Track and review HR metrics to support staffing and to make recommendations for retention. This includes headcount, open positions, turnover, retention, etc.
- Attend job fairs, recruiting events, as required.
- Process required paperwork associated with new hires to include employee referral forms, etc.
- Send New Hire/Termination organizational announcements.
- Create/Maintain Processes for all duties with this position.
- Communicate employee benefits and assist with employee questions. Support employees with selection and assist with benefit paperwork when needed.
- Assist with HR Generalist administrative duties as needed.
- Assist with HR projects as required.

Please apply if you have:

- HS Diploma or GED required
- Bachelor's degree in Human Resources or related field, or equivalent experience is preferred
- 3-5 years previous experience recruiting both exempt and nonexempt positions is required
- Previous experience using ATS is required
- Previous experience using social media to recruit is required

- Minimum 3 years previous experience in intermediate level excel skills to include pivot tables is required
- Ability to meet moderate travel requirement to attend recruiting events or to conduct interviews at other locations when needed
- Flexibility with schedule to work additional hours if needed

Benefits:

- Medical/Dental/Vision Insurance
- Voluntary Benefits (Life Insurance, Short-Term & Long-Term Disability)
- Holiday Pay
- Paid Time Off
- Bonus Program
- Rent Discount
- Employee Referral Bonus