

Announcement No. 23.009

April 19, 2023

Temporary HR Recruiter
HUMAN RESOURCE DEPARTMENT

Under the supervision of the HR Director, this person will be responsible for full-cycle recruitment of both full time and seasonal positions, providing a best-in-class experience to employees and candidates, showcasing the City of Traverse City's people, culture, and opportunities through events, marketing, and programs to attract and recruit employees. This person will play an integral role in creating marketing strategies to attract highly qualified candidates utilizing social media and other marketing strategies.

Key Responsibilities:

- Ensures compliance with federal, state, and local employment laws and regulations, and City policies;
- Management of open requisitions as assigned;
- Sourcing candidates through databases and social media, participating in job fairs, working with department heads, area employment agencies, and industry associations;
- Screening resumes and candidates, scheduling interviews either by phone or in person, facilitating the interview process;
- Assist with the on-boarding process;
- Administrative functions related to HR and recruiting functions as needed.

Qualifications:

- Bachelor's degree preferred, professional work experience will be considered.
- Knowledge of recruitment/employment law, regulations, and best practices applicable to hiring and recruitment.
- Possess excellent verbal and written communication skills including English, spelling and grammar.
- Excellent organizational skills and attention to detail.
- Strong foundation and understanding of direct candidate sourcing, with proven ability to develop and implement effective sourcing strategies.
- Strong experience in Microsoft Office Suite or related software.
- Thorough knowledge of employee recruitment and hiring

This is a part-time 30-40 hours per week. The hourly rate range is \$20 - \$25 per hour depending on experience.

Please **SUBMIT RESUME and COVER LETTER** to the City of Traverse City, Human Resources Department, citypers@traverscitymi.gov. Applications will be accepted until the position is filled.

Traverse City is an Equal Opportunity Employer