

AMAREX JOB DESCRIPTION

Position Title: In-house Recruiter	Department: Human Resources
Reporting Requirements: Reports to Amarex Human Resources lead	Supervisory Responsibilities: None
FLSA Status: Exempt	Travel Requirements: <10%

POSITION SUMMARY:

The In-house Recruiter will work directly with hiring managers and HR to identify hiring needs and fill job openings.

RESPONSIBILITIES:

- Consult with hiring managers to determine recruitment needs, develop recruitment selection criteria, compile a consistent list of requirements
- Determine selection criteria, hiring profiles, and job requirements for vacant positions
- Source potential candidates through online company career portals, recruitment sites, job boards, social platforms, local universities, etc.
- Manage hiring processes via Applicant Tracking Systems
- Evaluate applications and screen candidates via calls or emails
- Compile interview questions and conduct in-person or video call interviews with shortlisted candidates
- Initiate candidate screening process.
- Document processes and foster good relationships with potential candidates and past applicants
- Develop hiring strategies and procedures in line with industry trends, as well as keeping informed of advancements in the field
- Assess applicants' knowledge, skills, and experience to best suit open positions
- Promote the company's reputation and attractiveness as a good employment opportunity
- Keep up to date on current employment legislation and regulations
- Provide recruitment reports as directed
- Develop job descriptions for new positions
- When safe, recruiter may also be required to attend job fairs.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Human Resources, or similar
- 2-3 years' recruiting and/or HR experience, Clinical Research recruiting a plus
- Proficiency in Applicant Tracking Systems such as Oracle Taleo
- Proficiency in Microsoft Office software; Word and Excel a must
- Proficiency in verbal and written communication
- Detail-oriented with sound organizational skills
- Ability to work independently, with minimal supervision
- Knowledge of job posting sites and professional social media platforms
- Ability to screen candidates, compile shortlists, and interview candidates
- Good decision-making and problem-solving skills
- Working knowledge of employment law and legislation
- Effective interpersonal skills, including the ability to work in a team environment, contributing to a collaborative work atmosphere