

Recruiter

The Recruiter is an administrative position that will report directly to the HR Director. This person must possess exceptional communication skills both verbal and written and must exude professionalism in all interactions as a representative of Connect Plus Therapy. This position will be responsible for running the recruitment functions. This position will work approximately 40 hours a week Monday through Friday in an office setting and in the field.

Major Duties

- Receive and review all resumes of Behavior Technicians & Board Certified Behavior Analysts
- Operate all hiring platforms including but not limited to Indeed, LinkedIn, & Ziprecruiter
- Schedule and conduct interviews for qualified candidates
- Build and maintain relationships with colleges and universities for referral purposes
- Hire and reject candidates
- Represent Connect Plus Therapy at hiring events
- Create offer letters
- Reach out to potential candidates for job opportunities
- All other duties as assigned

Skills & Competencies

- Proficient in the use of various computer programs including Microsoft Office, Central Reach, and Google Suites.
- Excellent interpersonal, and negotiation skills.
- Confident communication skills for communications between the team
- Excellent written communication skills for professional emails and scheduling methods
- Excellent time management skills
- Thorough knowledge of employment-related laws and regulations.
- Knowledge of ABA is preferred

Physical Requirements

- Ability to write, type, and operate a computer for hours at a time
- Ability to sit and stand for several hours at a time
- Ability to lift up to 25 pounds
- Ability to climb stairs
- Some travel may be required to go between locations and hiring events

Education and Experience

- Bachelor's in Human Resources, Business Administration or related field preferred
- At least one year of recruitment experience
- At least one year of ABA experience