

**REVISED
JOB OPENING**

**SERTOMA CENTRE, INC.
4343 West 123rd Street
Alsip, IL 60803**

POSITION TITLE: Recruiter/Talent Acquisition Specialist

POSITION REPORTS TO: Director of Human Resources

POSITIONS SUPERVISED: None

POSITION SUMMARY:

Sertoma Centre is an accredited non-profit serving nearly 1,700 individuals with developmental and/or intellectual disabilities and those living with mental illness from Chicago and the south/southwest suburbs. Based in Alsip, IL, we employ 378 staff dedicated to the mission of providing opportunities that empower individuals with disabilities to achieve personal success.

Under the general supervision of the Director of Human Resources, the Recruiter is responsible for conducting full cycle recruitment, including sourcing, screening, and selection along with ensuring positive candidate experiences from the initial application through the final onboarding process. This individual will need to maintain excellent relations with hiring managers, candidates, and external vendors. The ideal candidate will have prior experience in recruitment or human resources, a wide degree of creativity, knowledge of hiring best practices, and be results-driven.

POSITION RESPONSIBILITIES:

- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges, etc.
- Recruit candidates by using databases, social media, job fairs, etc.
- Screen candidates' résumés and job applications.
- Extend job offer and initiate pre-employment screening requirements.
- Act as a point of contact regarding general employment inquiries.
- Promote company's reputation as "best place to work."

QUALIFICATIONS:

- Bachelor's Degree in Human Resource Management or related field.
- Three (3) to five (5) years of experience in recruitment or human resources.
- Demonstrated proficiency with Applicant Tracking Systems (ATS) and Human Resource Information Systems (HRIS).
- Strong knowledge of working with job boards, social networks, and platforms.
- Exceptional interpersonal and communications skills.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

If interested, please apply online via our website, www.sertomacentre.org,
click on "Career Opportunities" and "Search Here."