



ion First. Every Individual, Every Day.®

Human Resources Recruiter

The Human Resources Recruiter is responsible for familiarizing him/herself with all aspects of the program and services in order to present the program to potential employees. Possess in-depth knowledge of various recruiting channels and sources, including experience leading development of new recruiting channels and sources and be matrix- driven. This position involves regular travel throughout The United States to recruit qualified clinical, teaching staff and various other positions at colleges, universities, job fairs and conferences. Other duties include successful recruitment of eligible candidates, including; screening, phone interviews, recommending prospective employees and extending offer to approved candidates. The HR Recruiter must be familiar with a variety of the industry concepts, practices, procedures and the varying professional licensure and qualifications desired.

Basic Qualifications

Education/Training: Bachelor's degree required.

Certifications/Licensure: PHR/SPHR Certification preferred. Must be capable of attaining approved Melmark driver status. Must meet Massachusetts Criminal Offender Record Information (CORI) background check requirements. Successful completion of employer provided certification in CPR, First Aid, and Melmark's Orientation Program and New Hire Onsite training program.

Skill(s): Possess PC based MS Word and Excel experience, exceptional organizational, communication and public speaking skills. Ability to travel overnight and/or for extended period of time outside New England area.

Experience: Minimum of three (3) years of experience as a recruiter in a fast paced environment ideally in educational /social service type of environment.

We offer competitive salaries and excellent benefits. Please forward your resume and cover letter:

Mercy Mutindwa, Director of Talent Management
Melmark New England, 461 River Road, Andover, MA 01810.
Email: mmutindwa@melmarkne.org; Fax: 978-654-4382. See our website for more details about the available positions: www.melmarkne.org

EOE/AA