



<https://www.premierpersonnelgroup.com/find-a-job/administrative-assistant-3-3-2-2/>

Recruiter/ Talent Acquisition

Description

Job description

Our Talent Acquisition Team is in need of an additional Recruiter. Location: Somerset, NJ

Pay: \$65-\$75k

Hours: 8:30 am – 5:00 pm; Monday – Friday

Training for about 3 months will be onsite in Somerset, after that time you have the ability to work from home a few days a week

Areas of expertise should include –

- MS Suite with special attention to Excel (Metrics/ Data Analysis)

JOB DESCRIPTION

The Talent Acquisition Recruiter is responsible for ensuring that the recruiting process is in line with the company's direction and needs

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Partner with business leaders to define and maintain hiring needs and goals
- Focus in Sourcing – share sourcing best practices with the team and help develop broad sourcing strategies for our team and businesses
- Apply in-depth understanding of company and competitive intelligence, organizational structure
- Provide strategic consulting and influencing skills to provide talent acquisition expertise and recommendations to hiring managers and business leaders
- Partner with senior business leaders to understand business strategies, organizational plans, and the talent landscape
- Monitor and analyze recruiting information to identify trends and/or opportunities to improve client group hiring capability or results

Hiring organization

Premier Personnel Group

APPLY NOW

Employment Type

Full-time

Industry

Pharmaceutical

Job Location

Somerset, New Jersey

Working Hours

8 hour shift

Base Salary

\$ 65,000 - \$ 75,000

Competencies

- Analytical skillset
- Attention to detail
- Collaboration Skills
- Communication
- Decision Making
- Discretion
- Performance Management
- Problem Solving/Analysis
- Reliability
- Teamwork
- Technical Capacity

Education and Experience

- 3+ years of experience recruiting, preferably in a corporate environment supporting the HR for HR function
- Experience successfully developing and executing candidate generation strategies and experience using an enterprise-scale Applicant Tracking System
- Proven ability to build and maintain candidate pipelines, including using relationship management techniques, that yield high-quality candidates for short and long-term hiring needs
- Evidence of building candidate relationships and managing a network of talent

Industry

- Staffing & Recruiting

Employment Type

Full-time

[Edit job description](#)

Job Benefits

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Contacts

Please send your resume for immediate consideration!

Premier Personnel Group, Inc. is one of New Jersey's most respected agencies in providing permanent and temporary personnel. With our guiding principle- INTEGRITY -always in the forefront, we offer our clients a timely solution to their immediate employment needs.