



OceanFirst Bank is looking to hire a **Corporate Recruiter**. This position is full-time and is based in our Red Bank, NJ location. Candidates interested should apply through the OceanFirst Bank CareerCenter portal at <https://www.oceanfirstonline.com/home/careers>. Please include salary requirements.

Position Summary:

The Corporate Recruiter source and recruits prospective employees for executive, management and branch positions. Partner with line of business leaders to develop a staffing strategy appropriate for the open position. Maximize sourcing effectiveness through the utilization of traditional and technology driven channels. Participate in the preparation and facilitation of employee onboarding program.

Essential Duties

1. Manages full cycle recruitment process to create a pipeline of qualified candidates for the Bank, which includes analyzing and selecting best recruiting sources, i.e., internet sourcing, job postings with the NJDOL, diversity websites, employee referrals, business school, and college affiliations. Maximize sourcing effectiveness by utilizing all traditional and technology driven channels, i.e. LinkedIn and social media platforms.
2. Utilize effective interviewing skills and techniques to solicit information relevant to the decision making process; assess candidate responses and make hiring recommendation. Ensure hiring managers have the appropriate tools and guides available to facilitate a positive hiring outcome. Negotiate and deliver offers.
3. Maintain current and accurate applicant tracking records and related requisition files. Ensure compliance with all aspects of established recruitment procedures. Recommend modifications to policies and procedures as appropriate. Develop and maintain recruitment metrics to monitor the effectiveness of sourcing tools, methods and channels.
4. Lead the implementation and utilization of the Bank's recruitment vendors for sourcing, and pre-hire processes such as, background verification and I-9 management.
5. Oversee the new hire orientation program and conduct new hire orientation as part of the scheduled team rotation. Analyze outcome of new hire surveys and implement changes or enhancements. Partner with HR colleagues to develop and implement bank-wide and departmental onboarding programs. Develop processes to ensure effective execution and measure results.
6. Maintains strong relationships with managers for coordination and delivery of HR goals to support the bank's strategic business goals.
7. Apply thorough understanding of laws and regulations governing employment and execute all tasks in a manner that ensures compliance.

Typical Job Duties

1. Facilitates, plans, and attends internal and external job fairs; network with local colleges job posting/placement programs.
2. Develop and utilize recruitment tools to source appropriate candidates for job openings. Maximize sourcing effectiveness by utilizing all traditional and technology driven channels, i.e. LinkedIn and other social media platforms.
3. Coordinates new hire training (Teller and CSR training).
4. Conducts, compiles and analyzes exit interview data to determine reasons for turnover, identify trends and provide feedback to management.
5. Works closely with all levels of management to determine needs and headcount requirements.
6. Develop, maintain, and distribute weekly staffing reports to line of business partners.



7. Audits and reconciles all new hire paperwork to ensure legal compliance.

JOB SPECIFICATIONS:

Knowledge, Skills & Abilities

- Thorough understanding of candidate recruitment channels with an emphasis on technology solutions including social media recruitment.
- Comfortable working in time sensitive environment with ability to prioritize and manage multiple deliverables simultaneously; excellent follow-up required.
- Demonstrated ability to work well in a team environment with a willingness to cross functional boundaries to support department and bank-wide objectives.
- Strong communication skills with the ability to listen and interpret business line needs and ability to present information in a direct, concise manner; ability to develop relationships and influence outcomes.
- Ability to maintain and report on confidential information in an appropriate manner.
- Computer user ability in Microsoft Word, Excel, and Internet. Ability to be trained and quickly become competent in use of company's Recruitment software.
- Ability to assess employment applications and resumes.
- Working knowledge of federal and state laws governing employment and labor (EEO, ADA, Age Discrimination, NLRB, etc.)
- Knowledge and understanding of Affirmative Action candidate tracking and reporting requirements.

Experience & Education

- 3 - 5 years recruitment/HR Generalist experience, with a demonstrated success in recruitment of high level professional positions; experience in banking or financial services is strongly preferred.
- Bachelor's degree in Business, concentration in Human Resources or related field, or equivalent experience.

Internal and External Contacts

- All levels of Bank personnel, state agencies, local schools, vendor representatives, and candidates.

Working Conditions/Physical Requirements

Office environment. Ability to operate a computer and phone. Ability to remain in a stationary position and occasionally move about the work environment. Ability to hear and speak clearly for gathering and giving simple to complex information to a group. Ability to operate motor vehicle to travel throughout company territory as required.

**OceanFirst Bank is an Equal Opportunity Employer.
EOE/M/F/D/V/SO**