



Safe. Happy. Home.

A full life for individuals with disabilities and seniors.

Job Opportunity - Recruiter

**Central NJ Territory
Works out of Enable's Princeton office**

Recruits and sources employee talent for Enable's services. Conducts and coordinates interviews within the agency to anticipate and quickly fill staff vacancies in order to provide adequate supports to consumers in services. Develops relationships and acts as Enable's liaison with recruiting sources and the community at large in the recruitment of staff. Implements Enable's recruitment and retention plans. Ensures applicants meet job standards. Provides monthly reports on recruiting metrics.

POSITION REQUIREMENTS

- Bachelor's degree in relevant field such as marketing, communications or human resources
- Experience in recruitment, applicant sourcing, interviewing, coordination and community relations
- Outstanding verbal and written communication skills; listens well
- Well organized and able to handle multiple concurrent tasks and projects
- Good at problem solving
- Excellent computer skills, knowledgeable about using social media for sourcing applicants
- Automobile and valid driver's license; ability and willingness to travel throughout recruiting area
- Committed to the values and purpose of Enable, Inc.

ABOUT THE ORGANIZATION

Enable, Inc. is non-profit agency devoted to supporting individuals with disabilities to live full and independent lives by providing services, supports, programs and living arrangements that promote consumer choice and full inclusion into community life.

Send resume to HR@enablenj.org or go online to apply www.enablenj.org

EQUAL OPPORTUNITY EMPLOYER