

Recruiter

Monmouth County, New Jersey

Who We're Looking For

Are you a passionate Recruiter, with effective communication skills and the ability to naturally connect with others? Would you like to be part of our friendly, upbeat, fast-paced, collaborative team?

About the Recruiter Position

We are looking for a Recruiter with full-cycle recruiting experience, from talent sourcing and attracting candidates to interviewing and hiring great employees for our law firm, headquartered in Monmouth County.

Essential Job Responsibilities

- Conduct full-cycle recruitment for nonexempt and exempt roles
- Post job specs on job boards such as LinkedIn and ZipRecruiter to source candidates
- Conduct phone interviews and submit qualified candidates for hiring consideration
- Drive offer process, including verbally extending offers, providing input on counter offers, and creating offer documents
- Submit and evaluate background checks
- Assist with collecting, verifying, and submitting new hire documents
- Assist with onboarding and orienting new hires
- Perform other related duties as required and assigned

Requirements

- Bachelor's Degree or equivalent; concentration in Human Resources or Business preferred
- Minimum of 2 years of recent recruiting experience
- Excellent verbal and written communication skills
- Familiarity with basic HR law
- Ability to work independently and prioritize effectively
- Strong negotiation and consultative skills
- Excellent verbal and written communication skills
- Must be highly organized with computer proficiency in Microsoft Office

What We Offer

We believe in a team-first culture, full of rewards and recognition for our employees. Our competitive benefits package includes:

- Medical and Dental
- 401(k) match
- Paid Holidays, Personal, Sick and Vacation Days
- Long-term Disability Plan
- Free parking