

JOB VACANCY

Are you looking for a rewarding work environment with great benefits, where you will impact the lives of others (as well as yourself)?

Position: Human Resource Recruiter

Location: Fort Wayne, In.

Hours: 7:30a-5:30p Monday – Thursday and 7:30a-11:30a - Friday

Starting Salary Range: \$38,000 - \$43,000 (depending on experience and education)

JOB SUMMARY

The Human Resource Recruiter is responsible for performing human resource recruitment functions for the agency. Additionally, the human resource recruiter will assist the Human Resource Assistant in various hiring functions when applicable. This position works with the Human Resource Manager and Human Resource Assistant to accomplish deliverables.

JOB DUTIES

1. Responsible for posting job openings on various recruitment job search engines and newspapers.
 2. Reach out to potential candidates, schools, and organizations to find candidates.
 3. Attend job fairs and events.
 4. Assist with phone screening candidates and reference checks as needed.
 5. Work with Brightpoint's applicant tracking systems and Human Resource Information System (HRIS)
 6. All other functions that pertain to HR recruitment for Brightpoint and subsidiaries.
 7. Assist the HR Manager, HR Assistant and HR Benefits Coordinator as needed.
 8. Assist with hiring as needed.
 9. Assist with background checks as needed.
 10. Assist with orientation as needed.
 11. Assist with filing.
 12. Attend two human resource trainings per year through seminars or webinars.
 13. Attend and positively participate at all staff meetings, in Brightpoint's improvement processes, and professional development trainings.
 14. Adhere to Brightpoint's personnel policies, EEO/AA requirements, fiscal procedures and all other workplace rules.
 15. Perform other duties as assigned by the supervisor.
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SKILLS AND QUALIFICATIONS

1. High School Diploma or GED required, with 1 year of recruitment or HR experience. Associate Degree in Human Resources or Business Administration preferred.
 2. Proficient with Microsoft Word and Excel.
 3. Strong computer skills with various recruiting websites.
 4. Strong Attention to detail and organizational skills.
 5. Must be able to communicate professionally with the public and internal staff.
 6. This position requires the individual to have the ability to recruit assertively over the phone and face to face.
 7. Ability to travel. This position requires some travel for job fairs, events, and training. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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DATES FOR INTERNAL POSTING: FROM 3-19-2024 TO 3-25-2024

TENTATIVE DATES FOR EXTERNAL POSTING: Until filled.

APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

**FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES
APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN
8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT www.mybrightpoint.org**

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, sexual orientation or gender identity, disability status, protected veteran status, or any other characteristic protected by law.