

## **RECRUITER (Part Time – 20 hours/week)**

**Remote or In-Office**

### **SUMMARY**

**Working remotely, or in the Lewiston office, join the Human Resources team in recruiting candidates.**

- **Utilizes databases and social media to place job advertisements using newsgroups and job sites**
- **Determine applicant qualifications to job requirements**
- **Screen and arrange for hiring department interviews**
- **Maintenance of records**
- **Knowledge of Google Teams**

### **EDUCATION and/or EXPERIENCE**

- **Associates degree in Human Resources or related business field and years of HR Generalist or Recruiting experience or four years of direct experience**
- **Any similar combination of education and experience**
- **Familiarity with recruitment processes**
- **Microsoft Office and database navigation techniques**

Job Type: Part-time

Pay: \$17.00 - \$19.00 per hour