

## Corporate Recruiter

CHCS Services is a company positioned for growth and excellence. It may not be an exciting time in the marketplace, so we aim to shake things up. We are looking at acquiring more companies and we have already begun to place a larger investment in technologies and tools for our associates and our customers.

### *Our story*

We've been in business for over 30 years. We are a global company with delivery centers in the USA and INDIA. CHCS is an award-winning insurance third-party administrator (TPA) of senior health products. We are in the business of providing state-of-the-art administrative support services and customized care solutions to manage policies and claims. CHCS Supports some of the largest senior market insurance companies in the world. Processing hundreds of thousands of claims every year and our vast network of experienced registered nurses and healthcare professionals provide personalized care management services to policyholders.

### *The future*

Within the next 5 years we are seeking to become THE leader in the TPA services marketplace! To achieve this goal, we know we'll need to build an even stronger team. We are ready to invest in the company and in you.

Investment in technologies: new call center technology is Five9s, and continually refresh of systems

## **Job Summary:**

The Recruiter will strategically partner with leaders across departments and divisions. This position will design and implement domestic and international sourcing, vetting, and recruiting campaigns to attract and acquire top talent. The Recruiter will review resumes, communicate with candidates and hiring managers, conduct phone screenings, schedule interviews, and facilitate candidate review sessions. This role may assume additional duties as assigned. The successful incumbent will be detail-oriented, handle confidential information in a sensitive manner, and work well with others. Additionally, the incumbent must be able to communicate effectively with employees at all levels throughout the organization.

- Location: Remote to begin; moving to Boise, Idaho office early 2022
- Full-time
- Reports to VP of Human Resources
- Supervisory Responsibilities: None

## **Responsibilities:**

- Develops, facilitates, and implements all phases of the recruitment process
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization
- Develop sourcing strategies and use techniques such as direct sourcing, data mining, and networking to identify and attract quality candidates
- Completes job posting and advertisement processes
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria
- Screens applications and selects qualified candidates
- Recruit passive candidates and gauge for fit and motivation, rather than simply sell a role
- Screen candidates and provides recommendations to hiring managers
- Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
- Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders
- Manage all candidate communication and engagement

- Advise candidate expectations and negotiate candidate compensation
- Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details
- Provide regular communication of recruitment status to key stakeholders
- Regularly connect with hiring managers to determine effectiveness of the recruiting plans
- Deliver an impressive candidate experience across all interactions
- Participate in Global and Regional Talent Acquisition Team projects
- Perform activities within assigned area such as implementation and maintenance of specialized systems or programs, databases, and internal procedures
- Performs other duties as assigned

**Education and Experience:**

- Bachelor's degree preferably in Human Resources Management, Business Administration, or related field of study
- 2+ years of progressive recruiting experience with a focus on passive candidate generation and engagement in an agency or corporate environment
- 2+ years of experience utilizing recruiting tools for sourcing and candidate/applicant management, e.g. LinkedIn Recruiter, CRM and ATS systems, web search, and other sourcing products
- Ability to build relationships by the phone and in person with top tier talent and key stakeholders
- International / global recruiting experience is desired
- Ability to manage multiple recruitment projects simultaneously in a “fast-paced environment”
- Proven ability to deeply understand and deliver upon specific business needs with demonstrated business acumen
- Understanding of HR theory, the HR Lifecycle (recruiting, onboarding, performance management, etc.)
- Knowledge of employment laws and regulations affecting assigned area
- Fluency in English (both oral and written communication)
- Advanced Microsoft Office skills

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift to 15 pounds at times
- Must be able to perform qualifications as listed above

**Awesome Benefits offered:**

- Competitive Salary
- Medical Benefits
- 401(k)
- Dental
- Vision
- Life/ADD
- & Much More!

Please submit your resume to [nora.duggger@chcs-services.com](mailto:nora.duggger@chcs-services.com)

