

## **Recruiter**

**Proud Recipient of "Best Places to Work in Idaho" 2010-2022**

Work for the Best! Do you want to help attract the best people to work at one of the best places to work in Idaho? Idaho Housing works to help provide affordable housing through a variety of programs. In this position you can directly make an impact to our community. Come help us find amazing candidates to further our mission!

### **Job Description:**

- Research and provide creative recruitment strategies
- Conduct screening interviews and make recommendations to hiring managers
- Conducts background checks and reference calls
- Ensures timely marketing of vacant positions, as well as targeted recruiting to ensure qualified applicant pool
- Identifies trends in turnover and makes recommendations on retention strategies
- Compile statistical data, ensure compliance and tracking of recruitment to provide recommendations on recruitment processes
- Coordinate temporary staffing as requested

### **Requirements:**

- Minimum of 3 years' experience in recruitment
- Experience with applicant tracking systems
- High level of proficiency with Microsoft Office Suite
- Excellent customer service and communication skills
- Willing to maintain confidentiality and handle all duties accurately and efficiently

Compensation commensurate with experience and includes a competitive benefits package. Interested applicants can apply online at [www.idahohousing.com](http://www.idahohousing.com).

Above description is not inclusive of all job duties. Qualified candidates must be able to perform essential functions with or without accommodation.

Equal Opportunity Employer