

**Recruiter****Location:** Corporate Office**Schedule:** Monday - Friday (8:00 am – 5:00 pm)**Status:** Full Time**HR Recruiter Job Responsibilities:**

- Work with hiring managers to establish recruitment requirements and methods.
- Utilize both traditional and nontraditional methods to identify and recruit candidates who share the company's values and methods.
- Ensure candidates are responded to quickly and at regular intervals; solicit feedback from candidates to enhance the experience.
- Screen and interview candidates.
- Onboard newly hired employees.

**Requirements/Qualifications:**

- 2+ years' experience in Talent Acquisition.
- Working knowledge of ATS (Applicant Tracking System), requisitions and reporting. Experience with ADP Workforce Now preferred.
- Demonstrated ability to build recruiting function, streamline processes and reduce time to fill.
- Proven experience with social media platforms and other on-line resume databases.
- Ability to create, deliver and train individuals within the organization on Talent Acquisition which aligns with position requirements and company culture.
- Hands on experience with full-cycle recruiting using behavioral based interview techniques and evaluation methods.

**Nevada HAND** is the state's largest 501(c)(3) nonprofit dedicated to the development, management and administration of high-quality affordable homes and supportive services. Our customers are 7,200 residents at 33 apartment communities (including Nevada's only two affordable assisted living communities), and our mission is providing high quality homes with supportive services that address health and wellness, education, economic stability and engagement – creating opportunities for residents to live well and for neighborhoods to thrive.

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