



## Recruiter/Staffing Coordinator – NE Mesa, AZ

Creative Human Resources Concepts, LLC (CHRC), is a “full service” HR/Staffing company providing Temporary Labor, Regular/Direct and Key placements and Services to a variety of businesses.

The ideal candidate will be part of our Falcon Field, Mesa Office CHRC Team and will possess exceptional skills building strong and successful Partnerships with our employees, current and future clients by providing Excellence in all of our Services!

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Ability to follow established procedures and quickly take a leadership/self-managed role when recruiting for candidates
- Able to work as part of a lean and effective team in a small office environment.
- Multi-task different projects at all times, ability to analyze and solve problems when needed.
- Work closely and supportive with our CHRC Team to ensure a high level of customer satisfaction.
- Maintains confidential and sensitive information with the highest regard and integrity.
- Candidate screening, organizational, administrative tasks and follow high level of all types of details
- Able to work during very busy times and continue working on projects during down times
- Ability to work off hours (only if needed), by checking e-mail messages, take occasional phone calls during our busy seasons to fill “no show” back-up positions
- Represents CHRC professionally at all times
- Assists as a back-up to others as needed
- Follow COVID-19 office procedures, maintain areas cleaned as needed, stays safe at all times.

### **REQUIRED EDUCATION & EXPERIENCE:**

- Minimum of High School Diploma and 2-3 years of previous **stable work experience** in Recruitment/HR.
- Highly **dependable**, team player, with a **very positive** outlook
- High work ethic, integrity, loyalty and perseverance to meet business goals.
- Professional with strong interpersonal and **excellent communication skills** both written and verbal.
- **MUST** be **VERY** detail oriented, catching mistakes and **above average organizational skills**.
- Excellent customer service and professional attitude at **ALL** times with all people.
- Have a high sense of **URGENCY**, complete all tasks on time or ahead of time and able to close all loops.
- Self-motivator, self-starter and able to follow detailed instructions.
- Able to anticipate and prepare for staffing needs, remain proactive at all times.
- Must have **above average** computer skills, with Word, Excel, Power Point, websites & searches, etc.
- Willing to follow directions and **commit to long term employment**
- Able to work in a small office in support of a great Team.
- Able to work full time at an office, semi-professional attire during the week, casual on Fridays. No personal texting, personal e-mail/calls during work hours

Must be able to pass a full criminal background check, professional reference checks, employment & education verification and drug testing following Federal guidelines. US Persons only. Equal Opportunity Employer.

**JOB STATUS:**           **REGULAR DIRECT**  
**WORK HOURS:**       7:30 am to 4:30 pm Monday to Friday  
**COMPENSATION:**   DOE - plus Bonuses  
**BENEFITS:**           Holidays, Vacation, Sick Time. Basic Health Care benefits

For immediate consideration, qualified applicants, please forward resume for review to: [email@chrc4work.com](mailto:email@chrc4work.com)