

## **Recruiting Administrator**

We have an outstanding opportunity to work closely with Management in leading Talent Acquisition to achieve the personnel needs of our fast paced and growing environment. American Freedom Insurance Company, an A+ (Superior) and stable A.M. Best financially rated company is seeking a responsible and hardworking individual to manage personnel requirements. We are a medium sized, profitable, and growing Non-Standard automobile insurance company doing business in Illinois, Indiana, Pennsylvania, and Tennessee. The position is in Mount Prospect, a Northwest suburb of Chicago.

### **Responsibilities:**

- Recruitment of staff, managing selection process, conducting interviews, reference checking, and negotiating offers
- New hire Orientation of Payroll process & Benefits enrollment
- Provide advice and support on all matters relating to recruitment
- Ability to become knowledgeable about our business and flexible to support the American Freedom culture
- Develop recruitment and placement policies, systems, and procedures, including strategies and selection techniques
- Establish and maintain relationships with managers to stay abreast of current and future hiring and business needs
- Gather and analyze competitive industry information regarding salary, benefits, and employment practices
- Implement strategies to identify, attract, and hire high quality employees
- Other HR tasks include the maintenance of absence records, handling disciplinary actions, participate in performance reviews, monitor probationary periods etc.
- Other projects as assigned

### **Qualifications:**

- Bachelor's Degree
- Understanding best practice recruitment practices and relevant human resources processes
- 2+ years recruitment/HR experience gained within a corporate environment
- Communication skills with ability to relate effectively with all types of applicants
- Well organized with the ability to plan work and meet deadlines
- Bi-Lingual Spanish is a plus
- Ability to maintain confidentiality
- Experience utilizing internet, social media and internal databases for developing candidate pipelines.
- Strong MS Word, Excel and Outlook experience
- Detail and Customer Service oriented
- Exceptional written and verbal communication skills.
- Familiar with laws and regulations related to the HR role
- Understand and advance recommendations consistent with the Company's culture

The Position:

- Competitive salary
- Regular Full Time (40hrs per week) 8am-5pm Monday-Friday
- Attractive Health Insurance Plan -- BlueCross BlueShield PPO or HMO
- 401K - with company contribution of up to 4% of salary
- Individual Vision and Dental Plans
- Holiday & Vacation Benefits
- Business Casual work environment
- Company Lunches, Outings, and more

Please forward your salary requirements along with your resume.

For more information about American Freedom please visit our webpage - [www.americanfreedomins.com](http://www.americanfreedomins.com)