

## **Recruiting Specialist - Staffing Coordinator**

We have an outstanding opportunity to make a difference and work closely with Management in leading talent acquisition to meet the personnel needs of our fast-paced and growing organization. American Freedom Insurance Company (AFIC) is a leader in the nonstandard automobile insurance industry. We are an expanding midsized, profitable company doing business in Illinois, Indiana, Pennsylvania, Tennessee and soon Texas. We are a financially strong "A+" Superior rated insurance company.

This position is located in Mt Prospect, a northwest suburb of Chicago.

### **Responsibilities:**

- Develop and implement appropriate strategies to attract/recruit quality employees
- Utilize best practice recruitment techniques
- Manage the hiring process, schedule, and conduct interviews, score candidates, check references, negotiate offers....
- Facilitate onboarding including new hire orientation, legal/company paperwork completion, payroll process set up and benefit enrollment
- Develop/maintain data and make recommendations on the cost effectiveness of recruiting strategies and sources
- Become knowledgeable about our business, supportive of the American Freedom culture and make recommendations for improvement
- Establish and maintain relationships with managers to stay abreast of current and future personnel needs
- Perform responsibilities consistent with current HR laws and regulations
- Gather, analyze, and communicate competitor information regarding salary, benefits, employment practices, other
- Foster retention, participate in performance reviews/disciplinary actions, encourage favorable social media comments....
- Other projects as assigned

### **Qualifications:**

- Recruitment experience
- Bachelor's Degree, or equivalent work skills
- Expertise on recruiting sources including Indeed, Zip Recruiter, employee referral, other
- Experience utilizing internet, social media and internal database staffing sources
- Exceptional written and verbal communication skills
- Strong MS Word, Excel, and Outlook experience
- Detail and Customer Service oriented
- Organized with ability to plan work and meet deadlines
- Capacity to maintain confidentiality
- Ability to relate effectively with all levels of applicants

**Benefits:**

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

**Please forward your salary requirements along with your resume.**