

Cook DuPage Transportation Company

Title: Recruiter and Staffing Manager

Classification: Exempt, Salaried

Reports to: Human Resource Manager

Company Overview:

Cook DuPage Transportation Company is a provider of para transportation in the greater Chicago area by its fleet of approximately 300 vehicles and 750 employees.

You will find a challenging and rewarding career working in this fast paced environment. Our staff enjoys generous benefits including medical and a 401K retirement plan. Cook DuPage Transportation Company rewards exceptional performance with accelerated salary increases and promotion through increased responsibility.

Summary: The Recruiter and Staffing Manager is an integral role within the Company insuring that proper staffing levels and personnel caliber are maintained to support the continued growth of the Company. The individual will need to be able to demonstrate a strong talent for identifying and utilizing both conventional and unconventional sources to attract and hire high caliber candidates for the Company. The ability to create recruiting and hiring campaigns via the Company website, social media, neighborhood and city social organizations and professional and government resources as well as traditional job posting outlets is critical.

Essential Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Write compelling content: web copy, brochures, email campaigns, event materials, blogs, supporting materials, from concept to final draft
2. Establish and develop relationships with outside professionals and community organizations to best achieve the recruiting requirements needed.
3. Prepare informative and insightful reports that clearly communicate to executive management the personnel position and productivity of employees, departments within the Company.
4. Execute campaigns and evaluate the effectiveness and efficiency of campaign execution through better and more structured business processes, deployment of database and email marketing best practices and effective use of the available tools.
5. Implement campaign requirements through close collaboration with Department managers and organization partners.
6. Review all email campaigns to ensure compliance with applicable laws (SPAM Act) and privacy policies.

Competencies:

- Resourcefulness
- Analytical Thinking
- Attention to Detail
- Communication
- Critical Judgment
- Problem Solving
- Initiative

Supervisory Responsibility:

This position has no supervisory responsibilities.

Work Environment:

Office environment where you would be sitting at a desk working/typing on a computer.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to communicate, converse with, and exchange information. The employee is frequently required to be in stationary position at least 50% of the time; use hands and fingers to grab; and reach with hands and arms.

The Employee is occasionally required to run; traverse; and stoop, kneel, crouch or crawl. The employee may occasionally lift or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel:

This position does not require you to travel outside of the Chicago metro area.

Required Education and Experience:

- An associate's degree or equivalent work experience, although a bachelor's degree is preferred..
- Experience in a Human Resource position is preferable.

AAP/ EEO Statement:

EOE M/F/Disability/Veterans

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position:

Employee: _____ Date: _____