

Quick Employment

We are recruiting a Human Resources Talent Acquisition individual to start as soon as possible for our client in downtown Cleveland. This is a great company to work for with excellent benefits and opportunities for growth. The pay rate is \$25.00 - \$35.00 an hour.

Job Overview: Review resumes and match resumes to the job description. Move candidates to a shortlist or move to the next phase of the hiring process. Must understand the full hiring cycle of recruitment.

Job Duties:

- Develop hiring project objectives.
- Track the job cycle beginning with the application status through the hiring process.
- File resumes, cover letters, references, and other hiring data.
- Communicate weekly detailed project plan updates.
- Coordinate and manage the relationship with the hiring managers and all candidates.

Qualifications:

- Ability to adapt to change and prioritize in a fast-paced environment
- Ability to work effectively in a team environment as well as independently
- Ability to build and maintain strong working relationships
- Excellent verbal and written communication skills
- Bachelor's Degree or 3-5 years of hands-on employment/staffing and onboarding management experience

Minimum Qualifications:

- Must be able to pass a drug screening
- Must be able to pass a background screening

Submit your resume today for an in-person interview via Email: quickemp@cs.com or Fax: (216) 361-3970