

POSITION DESCRIPTION

JOB TITLE: Recruitment Coordinator (Full-Time/Non-Exempt)

DEPARTMENT: Human Resources

REPORTS TO: Human Resources Manager or Regional Human Resources Director

ESSENTIAL PURPOSE: To oversee the entire recruitment selection and new hire process and to provide professional support to the Human Resources office.

ESSENTIAL DUTIES:

- To ensure the completion of a personnel transaction form, job requisition, Talent+ assessment and signed job application for every new hire.
- To acquire all necessary job requisitions prior to posting an employment opening.
- To coordinate with hiring managers on open positions and post and process, as necessary, including advertising on internal company website, necessary publications and/or internet sites.
- To maintain an accurate job opening list, including a weekly refresh on the openings list through iapplicants and job hotline.
- To manage external website postings, including creating and writing job advertisements with various vendors, including Craigslist, Hcareers, etc., to attract top talent.
- To monitor and update iApplicant tracking system, as necessary, including candidate(s) status(es).
- To train and assist managers with the iApplicant system.
- To utilize iApplicant system for applicant tracking methods and reporting and to analyze and provide data on hiring trends, source of applicants, etc.

- To assist screening resumes and applications to identify talent prior to forwarding to managers to ensure applicants meet job requirements.
- To analyze Talent+ results and identify trends to aid in successful recruitment and retention.
- In coordination with the Human Resources Coordinator, to process applicant screening, including coordinating drug tests, background checks, reference checks and to monitor and apprise managers of status.
- To process 3rd step for all new hires upon completion of screening and verify accuracy of forms.
- To ensure that work permits, driving records, required license(s), certificates, guard cards, and/or food handler cards for specific positions are obtained.
- To be responsible for screening and routing internal job applicants.
- To assist the Human Resources Coordinator in inputting new hires into the HRIS systems and E-verify, cross checking one another's work to ensure accuracy in the systems and to ensure that the personnel file is complete.
- To assist in recording job changes in the HRIS systems.
- To assist the Human Resources Manager with creating and communicating applicant tracking grid for key positions, coordinating Caliper assessments and/or drafting offer letters for management opportunities.
- To ensure all job descriptions are up-to-date prior to posting and all changes are facilitated through the Corporate offices.
- To research and gather data to determine appropriate recruiting methods and avenues.
- To professionally represent the company's brand image when attending college and community job fairs; networking in the community with local organizations, schools and businesses for recruiting purposes.
- To ensure compliance with E-verify system for all new hires.

- To create purchase orders and payments for invoices related to applicant screenings and advertising and post in the Human Resources checkbook.
- To assist in administering TBNT and adverse action notices to applicable candidates.
- To assist the Human Resources Manager or Regional Human Resources Director, as necessary.
- To assist employees that come into the Human Resources department, as necessary.
- To assist other members of the Human Resources team, as necessary.
- To ensure compliance with all local laws and regulations.
- To update and maintain SOP for job duties and tasks, as necessary; including account information and contact sheet..
- To follow all policies and procedures of JC Resorts LLC.
- To immediately report all suspicious occurrences and hazardous conditions.
- To maintain the cleanliness and safety of work areas at all times.
- To practice safe work habits at all times, to avoid injury to self and others, and to comply with company and departmental safety rules and regulations and the proper use and handling of all relevant equipment.
- To attend all mandatory meetings as directed.
- To perform other tasks, including cross-training, as directed.

JOB KNOWLEDGE & EDUCATIONAL LEVEL: High school diploma or equivalent required. College degree and prior hotel/resort experience preferred. Recruiting experience helpful. Ability to speak in front of large groups. Must be fluent in English. Bi-lingual in Spanish preferred.

SKILLS AND APTITUDES: Detail oriented. Organized and efficient. Safety-minded. High quality standards for production and service. Diplomatic and calm. Strong verbal communication skills. Courteous, friendly, and professional manner. Good team player. Customer service focus. Able to work productively with little supervision. Trustworthy and reliable.

WORKING CONDITIONS: Works indoors approximately 95% of shift, in temperature-controlled, clean and well-lighted office and training center. Works outdoors approximately 5% of shift, in varying weather conditions. Makes regular short trips between locations.

PHYSICAL DEMANDS: Stands/walks approximately 30% of shift. Sits at desk approximately 70% of shift. Moderate to heavy use of computers and phones, daily. Bends, stoops, and reaches to perform routine job tasks. Occasionally required to handle and move objects weighing up to 40 pounds over short distances. Ability to operate training equipment.

IMPACT OF DECISION: Decisions directly impact employee service levels. Poor decisions may result in customer dissatisfaction and loss of revenue, due to unprofessional behavior, lack of market knowledge, unsafe work practices, or improper handling of employee and customer service situations.

GENERAL: Must comply with the Company's Appearance and Dress Code policy as set forth in the Employee Handbook.

JOB CLASSIFICATION: The position is classified as Full-Time and, upon completion of the Introductory Period, the employee is eligible for the Employee Benefits outlined in the Employee Handbook. Notwithstanding the foregoing, the Company reserves the right to amend, change or discontinue the policies, practices and benefits described in the handbook at any time and without notice.

NON-EXEMPT POSITION: Non-exempt employees are subject to the wage and hour laws and entitled to overtime pay. All overtime work by a non-exempt employee must be approved in advance by the employee's supervisor or the General Manager and the time initialed by him/her on the time card. Non-exempt employees who work overtime without prior approval are subject to disciplinary action, including termination.

AT-WILL EMPLOYMENT: The relationship between JC Resorts LLC and the employee is for an unspecified term and is considered "at will." This means that the terms and conditions of employment may be changed, with or without cause and with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. No one other than the President of the Company has the authority to make any verbal or written agreement contrary to this provision and any such agreement must be put in writing and signed by the President before it is effective.

JC Resorts LLC reserves the right to modify and update this Position Description as needed.

I have read and understand the above-referenced job requirements and have the ability to perform all of the essential duties listed herein. I agree to comply with the Company's performance standards and understand that I will need to be flexible in order to accommodate the changing needs of the hotel operation.

I further agree to comply with the rules and regulations set forth in the Employee Handbook and agree to abide with any departmental policies.

I acknowledge receipt of a copy of this job description.

Employee's name (please print)

Employee signature

Date: _____