



Position Title: **Recruiter**

Reports To: **Director of Human Resources**

The Recruiter at The Resort at Paws Up will lead The Resort's efforts to attract, select, onboard and maintain high-performing, all-star talent—efficiently ensuring that employee and customer satisfaction is maintained and profitability maximized.

Responsibilities

- Working with directors and managers, will gain an understanding of The Resort's business needs that are required to develop and execute an effective talent acquisition plan;
- Identify talent gaps and future needs to proactively create and adopt the appropriate recruiting plans to help grow the business;
- Work with marketing to develop brand standards to be used in the marketing of employment for The Resort;
- Help ensure strong company brand is demonstrated and known to applicants and industry professionals;
- Develop marketing materials for talent acquisition purposes;
- Develop and utilize a requisition system to ensure proper staffing levels;
- Maintain an accurate and current list of open positions and ensure positions are posted in required areas;
- Develop relationships in the surrounding areas, schools, universities and colleges with the goal of introducing employment opportunities at The Resort at Paws Up;
- Update and develop job descriptions as necessary;
- Use metrics and follow-up meetings with hiring managers to determine recruiting plan efficiency;
- Manage a multichannel recruiting process, including search, internal recruiting, employee referral program, social networking, college relations, internships and other similar sources
- Develop robust talent pool pipelines;
- Manage the dynamic recruiting lifecycle for each role: role development, screening, assessments, testing, interviewing, reference checking, decision making, offering and onboarding;
- Maintain, review and update applicant tracking system;
- Build company presence and relationships among local and national universities and technical schools;
- Build company presence and relationships with luxury winter resorts to be part of the seasonal exit process;
- Develop alternative methods to creatively source candidates;
- Help create new onboarding experience for all new employees and hiring managers;
- Manage external recruiter and educational relationships;
- Conduct exit interviews with all employees who leave the company;
- Work in conjunction with the Director of Human Resources to ensure compensation and benefit plans are competitive with the marketplace;



- Maintain talent acquisition budget;
- Other duties as requested.

Minimum Qualifications and Experience Preferred

- One-year experience working in the hospitality industry preferred;
- Human Resources/Recruiting experience preferred;
- Excellent verbal and written communication skills;
- Social media savviness;
- Organized;
- Able to work with minimal direction, with a strong work ethic;
- Advanced skill levels with utilizing Microsoft Word, Publisher and Excel programs.

Working Conditions

- Primarily an indoor position but may require property tours;
- Travel, as required.