

Lawley

INSURANCE | EMPLOYEE BENEFITS

Recruiter

These are the *fundamental* components of the job:

- This position will be responsible for phone screens, reference and background checking, sourcing and tracking candidates, and assisting in creating a world-class personalized candidate and associate experience
- With direction from our Talent team, grow and own industry focused searches and tools (LinkedIn, Indeed, ADP Workforce Now, etc.)
- Create and post job postings on company website and external job boards
- This position is expected to expand to encompass ownership and full life cycle of interviewing duties/job offers for specific positions as well as back up for onboarding, and new hire orientations
- Update and file new hire paperwork, recruitment records/org charts related to hiring, turnover, transfers, and promotions
- Provide support for People Strategy Team/Human Resource projects while exercising a high degree of confidentiality

Other *functions* of the job:

- Represent the People Strategy Team with support and participation on our internal committees
- Expand and grow in your role when supporting miscellaneous duties as requested

Skills / traits that we value for this role:

- Minimum of 1 year recruiting experience in an HR or related position
- Associates' Degree; Bachelor's preferred
- Extensive knowledge of Microsoft Office, Excel, PowerPoint, and Adobe Acrobat. ADP experience is a plus
- A proven ability to exercise a high degree of confidentiality, discretion, and diplomacy
- Ability to adapt to quickly shifting priorities
- Incredible attention to detail and organizational skills
- Ability to work well independently as well as on a team
- Positive attitude, even in a fast-paced environment
- A passion to make applicants and associates feel important and valued
- Precise communication skills, even under time constraints



A bit about Lawley!

- We are not a call center environment

'Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, color, religion, sex, sexual orientation, national origin, citizenship, immigration status, gender identity or expression, military status, familial status, marital status, disability or genetics.'

- We achieve success by building genuine relationships together, with our teams and clients
- We are a family owned insurance broker (70+ years!)
- We are deeply committed to the communities we serve and love to get involved
- We work hard and play hard!!!

Why Lawley?

- Competitive salary and referral bonuses!
- Expansive Benefits (Medical, Dental, Vision—and SO many more)
- 3 weeks of PTO (prorated based on start date) AND a generous holiday schedule – available 1st day!
- Company 401K contribution received starting Day 1 (for participants 21+ years old)
- Educational support, career development, and growth opportunities
- Job Security (we've never had a lay-off, even during the pandemic)
- Flexibility, including hybrid schedules! Business hours 8am-4:30pm
- Comfortable, family-oriented culture, with an emphasis on work life balance
- Unlimited Volunteer Time Off opportunities (so you can assist in serving our communities)
- Fulfilling opportunities that align with your career path and our business needs

The compensation range for this position takes many factors into consideration including but not limited to: years of experience/training, skill set, and licenses/designations. It is not typical for an individual to be hired near the top of the range for a position as circumstances and location can vary in every hiring situation. A reasonable estimate of the current range is \$43,642.50 to \$72,737.50.

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