

Staffing and Recruiting Specialist

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Staffing and Recruiting Specialist to build upon our 50+ year leadership in housing finance.

SUMMARY:

Achieves staffing objectives by recruiting and evaluating talent using Authority resources, Social Media, and other recruiting tools; advising managers; managing internal transfers, and Summer Hires and Internship programs. Assists in the administration of Human Resources programs This member of the Human Resource Department/Team provides excellent customer service to all employees and potential employees with the sense of urgency. Works a strategic business partner to all leaders to handle talent.

ESSENTIAL FUNCTIONS:

Follows established procedures for recruitment and placement, working toward fulfillment of EEO/AA goals. Coordinates all interviewing processes; reviews position descriptions with department directors and processes any changes necessary; contacts placement services, administers required pre-employment tests and check applicant references. Maintains current job postings and staff directory on Authority's Intranet and website.

Maintain professional relationships with city, college, and community placement offices. Coordinate and participate in job fairs.

Communicate with Legal Department regarding any recruitment activities and employee departures. Primarily new job descriptions and any possible conflicts of interest or revolving door issues.

Create job descriptions across all levels of the Authority business.

Assist the Human Resources Business Partner with recruiting of interns.

Compilation of Quarterly EEO reports and Annual Affirmative Action Plan.

EDUCATION AND EXPERIENCE REQUIREMENT:

Requires undergraduate degree or equivalent, five years Recruiting or Human Resource experience. Familiar with Human Resource Information Systems. EEO reporting and job description creation experience desirable. Government agency experience a plus.

Excellent benefits package, including 401 (k); immediate vesting.

To apply submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=418679&source=CC2&lang=en_US

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