

Bilingual Recruiter **21st Century Healthcare - Tempe, AZ**



Apply in person at: 455 W. 21st Street, Suite 102 | Tempe, AZ 85282

21st Century Healthcare is one of the largest international manufacturers of dietary supplements in the United States. For over 25 years we've been in business to create innovative and affordable solutions for your family's health needs. We're not just invested in dietary supplements, we're also invested in people. We strive to provide opportunities for our employees to learn, grow and thrive. Are you ready to roll-up your sleeves and help us make the next 25 years even more exciting? Apply today.

Summary: You will work closely with Human Resources, Hiring Managers and Operations to maintain needed staffing levels by effective recruiting, forward-thinking onboarding and retention measures in a fast-paced environment.

Who we are looking for: We are looking for a positive, bi-lingual professional who is honest, detail oriented, organized, and who takes initiative and pride in their position within the company and the HR department.

The person in this position contributes to furthering our reputation in the industry and the community of effectively delivering products and services to our customers and to your coworkers with integrity. A non-negotiable requirement of working for our Company is maintaining, modeling and acting in accordance with the Core Values of 21st Century Healthcare and our sister company, Phoenix Formulations:

1. Internal and External Customer Service with a laser focus
2. Honesty and Integrity
3. Personal Accountability
4. Work smart, work hard
5. Making the lives we touch better today than yesterday
6. Creating wealth through profits and growth

Recruiter Duties:

- Source and attract top of the line people who will help us build our reputation as a GREAT place to work
- Recruit for openings and maintain a strong pipeline of candidates using standard and creative methods to attract quality candidates who will be a good fit culturally and with regards to Quality and Performance criteria
- Maintain positive presence on Social Media
- Source, screen, interview candidates and provide recommendations for the selection of applicants to fill vacant positions
- Create a world-class candidate experience for all inbound and passive candidates
- Update job descriptions for accuracy and compliance
- Perform the pre-employment and onboarding activities
- Report and analyze employment data such as turnover statistics and retention rates
- Stay up to date on the local labor market trends and statistics
- Work with and manage Staffing Agency relations
- Assist with developing Onboarding processes and retention programs
- Manage short term initial reviews and follow-ups
- Assist with the maintenance of the Org Chart,

- Respond to inquiries regarding applicable organization processes, policies and procedures
- All other duties as assigned

Requirements

- Minimum of 2 years' experience Recruiting preferably in any of the following industries: manufacturing, fast food, hotel environment
- Bilingual English/Spanish
- Good oral and written communication skills
- Great organization skills and attention to detail
- Able to match strengths and abilities to help form cohesive teams
- Highly emotional intelligent while interviewing
- Thrive in a fast-paced environment
- Able to market the company and sell it to potential candidates
- Proficiency in Microsoft Office and social media

Disclaimer:

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the job holder might differ from those outlined in this job description and other duties, as assigned, may be part of the job.