



## **Associate Recruiter**

The Associate Recruiter will report directly to the Talent Acquisition Manager in providing full-cycle recruiting support to clubs in an hourly staffing capacity.

Responsibilities will include:

- Recruiting via active and passive channels (LinkedIn, Indeed, NRF, Glassdoor, etc.)
- Partnering with the clubs on understanding their staffing needs.
- Phone screening candidates and vetting them for competencies based on each position.
- Handling the pre-employment screening such as background check.
- Executing offer letters and ensuring all information is accurate.
- Ensuring new hire onboarding paperwork is completed in a timely fashion.

Requirements:

- Strong attention to detail
- Experience in recruiting and working within an ATS
- Excellent customer service/communication skills
- Bachelor's Degree or related experience
- Prior expertise dealing with a retail or club format setting.

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