Recruiter Job Description

Helium SEO is hiring an experienced Recruiter to help us grow our team across the United States. This individual will ensure that as we continue to grow rapidly, we hire the best talent possible to serve our clients, build our products and develop our culture.

Role expectations include:

* Manage the employment branding and social media strategy to reach potential employees (LinkedIn, Glassdoor, etc.)
* Own the candidate sourcing strategy and execution for the company. Develop a pipeline of active and passive job seekers using networking, professional organizations, the internet, direct sourcing and referrals
* Partner with hiring managers to develop a recruitment strategy to attract top talent and to meet hiring deadlines, through pre-interview meetings and post-interview debriefs
* Perform full cycle recruiting activities including sourcing, interviewing, reference checking, negotiating and extending offers
* Interview process optimization / Uncovering the best interview process
* Master the Recruiting Software / Applicant Tracking Software (ATS)
* Expert LinkedIn Recruiter user

Preferred Background

* 3-5 years of full life-cycle recruiting experience
* Internal recruiting experience at a B2B company
* Proven expertise in using a variety of tools to hire top talent
* Strong technical skills, specifically using enterprise Applicant Tracking Systems ATS skills
* Strong working knowledge of digital marketing for recruiting

Required Skills

* You are detail-oriented, highly organized, and able to prioritize and see projects through to completion
* You enjoy and are skilled at sourcing and use creative and data driven methods for selecting and sourcing candidates
* You are a master of recruitment and talent empowerment strategy, passionate about organizational development
* You are an expert at filling roles on time and within budget
* You are calm under pressure and can consistently perform at a high level
* You are a skilled communicator and enjoy engaging with others
* You are extremely self-aware and continually strive to improve
* You thrive in a fast-paced and dynamic environment

Expectations

We believe culture is the most important thing we must get right at this early stage in our journey. If we get the right people working together in productive ways, we can do anything. In this role, you’ll be helping us do just that. You will initially focus on rebuilding/improving our sourcing and recruiting systems. You should enjoy sourcing candidates, conducting interviews and assessments and taking care of some HR/personnel-related activities.

About You

You understand that no one is perfect, that we all have weak spots, and you want to master the skill of self-improvement regardless of your experience.

You are driven to do amazing work and complete every task to the best of your ability.

You constantly push yourself to get more done in less time by attacking your work with intensity.

You ask for help when you need it, own up to your mistakes, and put the needs of your colleagues above your own ego.

Compensation & Benefits

Compensation includes a highly competitive base salary and a bonus program based on achievement of targets (positions filled, successful onboarding, etc.). We are open to negotiation based on experience and current going rates in the market.

Helium offers full medical and dental coverage and currently covers 80% of medical premiums for employees. We offer unlimited PTO, a fun and collaborative work environment, and all the Mario Kart and Ping Pong you could ever want.