

Recruiting Coordinator

About the Role

The Recruiter Specialist I works independently and collaboratively as a team to execute the recruiting efforts of A-LIGN's prospective employees. The full-time Recruiter Specialist I will be responsible for reviewing resumes, entering resumes into a data base, scheduling interview appointments, and drafting employment documents.

Reports to: Human Resources Manager

Pay Classification: Full-Time, Exempt

Responsibilities

- Manage applicant tracking system ensuring the processes are transparent and measurable
- Schedule and coordinate interviews and feedback cooperatively with hiring managers
- Enter applicant data and ensure proper tracking
- Prepare and maintain recruitment materials including job descriptions and job specifications
- Draft and administer job offers
- Prepare new employment documents and assist in onboarding
- Ensure regulatory aspects of full cycle recruitment process is compliant with federal and state legislation

Minimum Qualifications

- At least one (1) year of experience in full cycle recruitment
- Experience working in a technical or corporate recruiting setting preferred
- Ability to meet deadlines in a fast – paced environment
- Experience navigating applicant tracking systems, tools and other CRM's
- Proficient navigating sourcing tools including and not limited to LinkedIn Recruiter
- Strong computer skills including Microsoft Suite products
- Experience with Salesforce preferred
- Excellent communication skills
- A high degree of motivation

What we can offer you

- 10 days of vacation per year, with an increase to 15 days after your first year
- Vacation bonus
- 401(k) plan with employer matching
- Employer paid life insurance and disability insurance
- Employer paid health, vision, and dental insurance
- Generous holidays paid time off schedule
- Paid office closure December 24 – January 2
- Downtown Tampa parking incentive
- Competitive base salary including bonuses and incentives



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About A-LIGN

A-LIGN is a rapidly growing full-service security, assurance, and compliance solutions firm with extensive experience in providing:

- SOC 1: SSAE 18 Examinations
- SOC 2: AT 101 Services
- PCI DSS Assessment Services
- FISMA Security Assessments
- ISO 27001 Certifications
- FedRAMP Security Assessments
- HIPAA and HITECH Services
- Penetration Testing and Vulnerability Assessments
- A-LIGN is a licensed CPA firm, QSAC, accredited ISO 27001 certification body and accredited FedRAMP 3PAO.

Our clients are located throughout the United States, Europe, and Asia, and include a significant number of publicly traded and Fortune 1000 companies, as well as privately held organizations of all sizes.

Our Values

At A-LIGN, our Big Vision is to relentlessly exceed expectations through extraordinary people, innovative technology, and unwavering dedication to our people and the clients that we serve. Our unique values: be “all in,” commit to quality, innovate constantly and do the right thing, always, set us apart from those that simply strive to meet your expectations. We work where dedication and quality meet. We’re all in, are you?