



## Recruiter

### Employer

Galaxy Technologies  
1111 Industrial Road  
Winfield, KS 67156  
620-221-6262

### Job Purpose:

Galaxy Technologies is seeking a recruiter to research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization.

**Essential Functions:** include the following.

- Develops, facilitates, and implements all phases of the recruitment process.
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Assists with job posting and advertisement processes.
- Screens applications and selects qualified candidates.
- Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
- Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders.
- Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Attends and participates in college job fairs and recruiting sessions.
- Performs other duties as assigned.

\*Other duties may be assigned.

**REQUIRED SKILLS/ABILITIES:**

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- Excellent verbal and written communication skills.
  - Excellent interpersonal skills with good negotiation tactics.
  - Ability to create and implement sourcing strategies for recruitment for a variety of roles.
  - Proactive and independent with the ability to take initiative.
  - Excellent time management skills with a proven ability to meet deadlines.
  - Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
  - Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems.
  - Proficient with Microsoft Office Suite or related software.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Human Resources or related field, or equivalent work experience, required.
- At least five years managing all phases of the recruitment and hiring process highly preferred.
- SHRM's Talent Acquisition Specialty Credential a plus.

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