

Requisition Title

Principal Recruiter

Description

Career Path Description:

Sources, recruits, screens, interviews and recommends external and/or internal candidates for all level jobs, including entry level, experienced professional/technical, IT, support staff and hourly, and possibly management.

May utilize the services of employment agencies.

Places employment ads in appropriate sources, including the Internet and print media.

Ensures the maintenance of accurate and concise records and reports concerning all phases of the recruitment process, including EEO statistics.

May recruit from colleges, technical schools and job fairs.

Position responsibilities:

- Experience Required: 12+ years
- Certifications: None Specified Core Skills & Requirement:
- Functional knowledge: Regarded as the technical expert in their particular field. Senior leaders within EXCELGENS seek them out for development and new product development.
- As the senior expert, acts as the escalation point for both internal and external people as it relates to technical expertise.
- Business expertise: Anticipates business and regulatory issues; recommends product, process or service improvements. Is visionary from a new solutions/products perspective, considering what is possible.
- Is involved in functional strategy formulation; can over-ride functional directives when required.
- Challenges the status quo through openness without judgment.
- Leadership: Leads projects with notable risk and complexity; develops the strategy for project execution. Proactively thinks ahead, planning for future business needs, and personal competency needs to reach goals. Problem solving: Leads others to solve complex problems.
- Often will facilitate global working group for issue resolution.
- Solves unique and complex problems with broad impact on the business; requires conceptual and innovative thinking to develop solutions. By words and actions is able to create, manage and inspire change across the organization.
- Impact: Impacts the direction and resource allocation for program, project or services; works within general functional policies and industry guidelines. Is involved in senior leadership decisions, being the expert reference on an issue.
- **Interpersonal skills:**

- Communicates complex ideas, anticipates potential objections and persuades others, often at senior levels, to adopt a different point of view based on sound reasons.
- Acts as a role model when it comes to sharing knowledge and expertise across organizational boundaries.
- Shows initiative to deliver better results than expected and often offers his/her help to others in order to achieve shared goals.
- Technical Skills & Requirements: None
 - **Active Listening:** Interprets the latent meaning of messages and figures out unstated needs, confirming messages, asking probing questions, and clarifying expectations to reach agreement; encourages others to listen attentively and leads by example. Monitors nonverbal reactions, behaviors, and cues to pick up on the true message, and to identify areas of interest or concern. Validates understanding of messages by asking probing questions, offering constructive input where appropriate.
 - **Internal Customer Focus:** Exceeds expectations by anticipating internal customers' needs and translating them into tailored, optimal service offerings. Learns from both personal and others experiences, successes, mistakes, etc. When working with internal customers; passes lessons learned to other associates. Develops and sustains internal customer relationships by considering multiple viewpoints and providing actionable results; encourages others to apply the customers view to outcomes and deliverables.
 - **Orientation - HR:** Creates a compelling vision and sets challenging short-and long-term goals for the business unit/function. Champions a positive, results-oriented culture that views challenges and obstacles as an opportunity to achieve greater results. Regularly monitors and communicates goal attainment across the business unit/function to recognize and reward performance and ensure employee engagement.
 - **Flexibility and Adaptability:** Serves as a model across the business as an enthusiastic change champion, removing barriers to change and alleviating change resistance. Helps others adapt to a range of changes affecting project work or deadlines by providing consistent and honest communication and leading efforts to ameliorate burdens as a result of changes. Facilitates others to quickly accept and adjust to new or changing situations by highlighting strong leadership and constant sponsorship of changes.
 - **Depth of Technical Recruiting Knowledge:** Defines and oversees overall recruitment strategy, including sourcing strategy, screening and interviewing processes, facilitation of debrief sessions and negotiating offers, especially as it pertains to professional/technical talent acquisition goals. Sets overall talent sourcing strategy based on keen understanding of the talent needs of the company and expert knowledge of the most successful sourcing approaches, channels and activities. Serves as key advisor to Senior Hiring Managers and HR Business Partners on talent acquisition strategies by leveraging advanced understanding of the business needs and strong relationships with key internal stakeholders. Expertly analyzes talent market trends holistically as well as specifically to anticipate and prepare for evolving talent acquisition strategies, especially as they relate to technology and industry-specific technical disciplines. Business
 - **Partnering and Support:** Identifies innovative opportunities to meet customer needs based on a deep understanding of their unique strategies and challenges. Leads

implementation of new HR practices, products and solutions based on deep understanding of impact they will have on the business, in relation to rules, regulations and time frames, as well as end users. Leads teams in the development of innovative HR solutions based on a deep understanding of relevant markets, business strategies and operating environments.