

# **RECRUITER**

## **ASHEVILLE, NORTH CAROLINA**

McGill Associates is a growing, progressive, regional engineering and consulting firm with over 30 years of experience, employing 135 professional and support personnel. We are seeking a Recruiter to support our Human Resources Department in the Asheville office. This individual will be part of a team who are committed to attracting, hiring, and retaining new employees for the organization through proactive recruiting practices, relationships, and the use of technology.

### **Essential Duties and Responsibilities**

This position develops, manages, and executes all aspects of the Company's recruitment strategies and activities including, but not limited to full life-cycle recruiting. The Recruiter has a primary responsibility for all recruiting efforts of the Company by locating and engaging potential candidates by direct recruiting, digital, social and print media platforms, outside recruiters, college and university placement events and other networking databases. The Recruiter will develop and maintain a progressive recruiting brand in conjunction with the Company's Marketing Department.

### **Minimum Education and Licenses**

- Bachelor's Degree in Human Resources or Communications or related field required; two years of recruiting experience for an Engineering firm or professional services firm preferred
- Basic knowledge of employment labor laws
- Excellent interpersonal, telephone interview skills, relationship management skills, strong written and oral communication skills and networking skills
- Computer proficiency in Microsoft Office required; HRIS experience preferred
- Demonstrates resourcefulness, insightful judgement, professionalism and analytical skills

- Ability to understand comprehension of attributes our firm desires to match education, skills, and past work experience of candidates to the complex divisions and client work, our employees are engaged in.
- Exceptional organizational and planning skills with a proven track record in coordinating multiple job openings across numerous divisions and locations

### **How to Apply**

To apply, please email a cover letter and resume with references in one document to [recruiting@mcgillengineers.com](mailto:recruiting@mcgillengineers.com). Please list "Recruiter" in the subject line of your email.