



Recruiter

Job Posted: 10/21/2021

Efficient Home is a leading Energy Efficiency Services Company headquartered in Burtonsville, MD. We are experts in environmental inspections, building sciences, energy ratings and homebuilding, working with homeowners, residential/commercial buildings and building professionals in Maryland, Delaware, DC, Pennsylvania and Virginia.

We perform comprehensive Energy Audits and Quick Home Energy Check-ups using diagnostic tests to identify cost saving measures that will help the energy efficiency of residential and commercial properties. We also implement cost saving measures in homes, apartments and commercial properties. Our mission is to educate and consult with homeowners and business professionals on cost-effective ways to lower their energy use, save money, and improve the comfort of their residence/business as well as making it safer.

We are currently looking for an experienced Recruiter to join our organization as we expand our operations in MD, VA, DE, DC and PA. The primary focus for this integral position will be to research, develop, and implement effective DEI oriented recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization.

Duties/Responsibilities:

- Develop, facilitate, and implement all phases of the recruitment process.
- Collaborate with the HR Mgr. and department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Uses traditional and nontraditional resources such as career fairs, social media, community network event, etc. to identify sources for qualified candidates.
- Manage the job posting and advertisement processes.
- Develop rapport with networks and candidates to foster relationships for future opportunities, including in immigrant communities.
- Screen applications and select qualified candidates.
- Schedule interviews,
- Arranges meeting locations, travel, and/or accommodations for applicants and company managers when necessary.
- Counsel candidates on the interview and hiring process.
- Collaborate with the HR Mgr. during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.

- Ensure compliance with federal, state, and local employment laws and regulations, and company policies.
- Perform other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- 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.
- Some familiarity with laws, regulations, and best practices applicable to hiring and recruitment a plus.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree, or equivalent work experience, required.
- Min 2 years recruiting experience, preferably including construction related industries.
- Ability to speak Spanish a plus.

We offer a very competitive salary plus monthly/annual bonus potential, with excellent benefits, including a 401K with company match, health, dental and vision insurance, PTO and paid company holidays.

Check us out at www.efficienthomellc.com.

Job Type: Full-time; job will have flexibility for a hybrid work schedule, allowing for remote work while being available to come to our Burtonsville office and/or travel to field/candidate locations as needed.