



Job Posting

Location: Kirkland, WA

Job title: Corporate Recruiter

Reports To: EVP, HR

Purpose of Position: The Recruiter will manage the full life-cycle recruiting process, partnering with managers to identify position requirements, developing recruiting strategies, and identifying effective recruiting sources for open positions. The Senior Recruiter is responsible for developing a strong pipeline of qualified candidates, managing the candidate experience, and promoting the opportunities, organization, and culture to candidates and external service providers.

Responsibilities:

- Conducts full-cycle recruiting which includes building job descriptions, screening resumes, conducting initial interviews, coaching hiring managers working on offers as needed.
- Meets hiring through productive and cost effective efforts that include: mining the ATS, direct sourcing, employee referral bonus program, internal mobility, print and electronic advertising, participation in job fairs and industry conferences while bringing creative sourcing strategies to the table.
- Partners with HR Generalists and Hiring Managers as a Recruiting SME to train hiring managers on systems (ie ATS) and internal policies, strategically identify the best way to solve current/forecasted staffing needs, advise on current competitive market conditions, develop a collaborative sourcing strategy, and provide guidance on candidate interviewing and offer negotiation.
- Vets agencies and sourcing support as needed; builds agency relations and leads contract negotiations.
- Ensures candidates have a best-in-class experience through exceptional customer service and follow-through at every step. Ensures that legal compliance guidelines are followed for each recruitment.
- Manages job postings and seeks out new, cost-effective innovative sourcing avenues to reach more qualified candidates for our diverse hiring needs.
- Initiates pre-employment screening (background check and drug testing) for new hires as needed.
- Processes paperwork for approval of job requisitions, offer approvals and new hires.
- Weekly, monthly, and annual reporting.
- Identifies opportunities for improving recruitment activities and efficiency.
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Qualifications:

- 2-4 years of proven recruiting experience in a high-growth, fast-paced, high-volume environment.
- Ability to communicate at a high level to a broad array of stakeholders including Senior Leadership and hiring managers, HR team members, candidates, and peers.
- Demonstrated ability to be self-directed and act with a strong sense of urgency, managing up when needed/appropriate.
- Ability to come up with creative solutions for difficult challenges in sourcing/recruitment/closing top talent candidates.
- Strong interviewing, qualifying and selection skills.
- Ability to multi-task and work in an extremely fast paced environment.
- Proven ability to serve as a team player with the agility to jump in wherever needed.
- Superb customer focus and service orientation – friendly, efficient, responsive and trustworthy.
- A track record of demonstrating strong work ethic, integrity and personal accountability.

- Intense attention to detail and accuracy.
- Must be organized and have strong time management skills. Proven track record of setting goals and exceeding them.
- Strong problem solving skills.
- Excellent written & verbal communication skills.
- Ability to see the big picture and operate in an unstructured “gray” environment.
- Ability to handle sensitive info and maintain confidentiality.
- Intermediate skills in Microsoft Office, in particular, Outlook, Word & Excel.
- Ability to respond effectively and prioritize competing demands.
- Not afraid to ask questions or ask for assistance.
- Ability to create rapport and build strong relationships.

Diverse Workforce / EEO:

Wave Division Holdings (WDH) recognizes and strongly supports the benefits of a diverse workforce, and strives to provide a culture that recognizes the unique contributions of each of our employees. WDH requires a drug test, background check, employment and education verification as conditions of employment. WDH is an equal opportunity employer and will consider all qualified candidates regardless of race, color, religion, national origin, gender, age, marital status, veteran status, and the presence of a non-job related handicap or disability, or any other legally protected status.

To Apply: Interested candidates may send cover letter and resume to hrmgr@wavebroadband.com (please include job title and location of position in your email).