**HR Staffing Specialist**

**Job #510**

**Pay range: $23 – 30.61/hour**

Photo-Sonics, Inc. is an international leader in state-of-the art optical tracking systems in Chatsworth and has an immediate opening for an HR Staffing Specialist. We’re seeking a multi-disciplinary candidate who is self-motivated and is able to set and meet goals.

The HR Staffing Specialist is to be responsible for recruiting and interviewing prospective employees for various open positions in our company such as positions in the Shop,

Engineering and Administration. Will maintain and update our hiring policies and recruitment materials, as needed. Staffing Specialist will ensure company recruits and retains qualified employees to meet company staffing goals.

**Responsibilities include but not limited to:**

* Coordinating with HR Manager, Senior Management and department managers and team leaders to identify current and future hiring needs.
* Report to Senior Management on a regular basis the status of staffing requirements.
* Gathering requirements and specific instructions for job postings from hiring managers.
* Designing interview questions and screening procedures for individual positions.
* Writing and posting job advertisements to appropriate job boards, print media, and

digital platforms.

* Scouting and recruiting prospective employees by using databases, social media

platforms, and professional networks.

* Coordinating interviews (both phone and in-person).
* Conducting interviews with candidates and assessing their skills, experience, and

aptitudes for a position before passing candidates along to Lead Interviewer

* Manage candidates' information (e.g. resumes and contact details) within internal

applicant flow charts.

* Evaluating current recruitment strategies and spearheading areas of improvement.
* Coordinate pre-employment screening, references and performing background checks
* Create and maintain weekly, monthly, quarterly and annual hiring status reports for Senior Management review.
* Serves as Liaison for local colleges, alumni associations, trade schools and universities, participating in Intern/Co-Op vacancies, also participates in college job fairs.
* Maintain a database of talent and resources
* Any other tasks assigned by management

**Experience and Requirements:**

* 2- 4 years of proven work experience as a Staffing Specialist, Staffing Coordinator or similar role.
* High School Diploma or Equivalent
* Solid knowledge of HR best practices and recruitment procedures.
* Familiarity with applicant tracking systems
* Strong knowledge of labor laws and employment regulations.
* The ability to collaborate with team members and build interpersonal relationships

with management and staff at all levels.

* Excellent communication (written and verbal), organizational and time management skills.
* Proven experience with interviewing and evaluating candidates (using phone/TEAMS and/or Zoom Screening/in person).
* Comfortable in a multi-task environment with frequent interruptions and short

deadlines.

* Ability to change priorities with short notice.
* Ability to maintain updated physical and digital employee records
* BSc in Human Resources or relevant field preferred
* Physical requirements - while performing the duties of this job, the employee is

required to walk/stand up to the entire day and occasionally sit in meetings or in front of a computer screen. The employee must occasionally reach, bend, walk up and down stairs.