

**JOB TITLE:** Recruiter  
**DEPARTMENT:** Client Service Center Human Resources  
**REPORTS TO:** Senior HR Leader  
**YRS OF EXPERIENCE:** 5+ years

**LOCATION:** Tracy, CA  
**POSITION TYPE:** Exempt  
**LEADS OTHERS:** N/A

**RESTORATION HARDWARE** is one of the fastest growing and most innovative luxury brands in the home furnishings marketplace. We believe our brand stands alone and is redefining this highly fragmented and growing market. Restoration Hardware is positioned as a lifestyle brand and design authority, offering dominant assortments across a growing number of categories, including furniture, lighting, textiles, bathware, decor, outdoor and garden, as well as baby and child products. Our business is fully integrated across our multiple channels of distribution, consisting of our stores, catalogs and websites, [www.restorationhardware.com](http://www.restorationhardware.com) and [www.rhbabyandchild.com](http://www.rhbabyandchild.com).

In everything we do, our philosophy is simple: We want to surround ourselves with what we love. We want to inspire laughter as well as thought. This is more than our way of finding and selling products; it's a way of life we highly recommend.

At Restoration Hardware we believe deeply that the “right” people are our greatest asset. We value people with high energy, who possess the ability to energize others. People who are smart, creative and have a point of view. People who see the answer in every problem, versus those who see the problem in every answer. People who are driven, determined, and won't take “no” for an answer. We value team players, people who are more concerned with what's right, rather than who's right.

### **Position Description:**

Restoration Hardware is looking for a **RECRUITER, HUMAN RESOURCES**.

The perfect candidate will have an immediate connection to our Core Values (People, Service, Quality and Innovation). This candidate will be extremely flexible and enjoy a “startup” mentality and environment that changes day to day and will “assume positive intentions” at all times. Candidates who are personable, open to learning, collaborate well with others and have a positive attitude, and are more apt to saying “yes” or “we'll try” (rather than “no” or “that's impossible”) will be at the top of our list.

The Recruiter's primary responsibilities will include sourcing, screening and full-cycle candidate management for positions within the Client Service Centers.

### **Primary Responsibilities**

- Ability to creatively source qualified candidates through a wide variety of channels (direct sourcing social media sourcing using Boolean search techniques, job boards, employee referrals, community involvement, job fairs and our internal candidate database, etc.)
- Provides excellent customer service and feedback to hiring leaders and demonstrates a passion and clear understanding of the brand.
- Develops and successfully executes creative hands-on and online recruitment sourcing strategies.
- Implementation/refinement of appropriate candidate screening techniques, tools and assessment tools to continually ensure fully accurate and informed hiring decisions.

- Keep current on the local labor market and share information with hiring leaders and colleagues, and act as a subject matter expert for areas of staffing responsibility.
- Identify, evaluate and present qualified candidates to hiring leaders for review.
- Partner with corporate recruiting team, and hiring team to create offer based on current labor market, extend and negotiate employment offers with candidates by marketing both the company and the position
- Complete pre-employment processes according to our guidelines.

## **Skills Required**

### **Job Related Competencies:**

- Live and teach Our Core Values, Our Leadership Contract, and Leadership is a Choice.
- Brand Ambassador with a strong ability to present, convey and seek out top talent based on both skill and cultural fit.
- Positive attitude with a thoughtful approach toward candidate and Hiring Leader relationships.
- Impeccable prioritization and time management skills.
- Strong conceptual thinking, analytical, and planning skills.
- Strong knowledge of the Retail industry and/o
- r the Call/Contact Center industry
- Proven leadership and project management skills.
- Proven negotiation skills.
- Strong background in recruiting “best practices”.
- Consultative approach to recruiting.
- Ability to be seen as a business partner to internal and external customers.

### **Technical Expertise:**

- Advanced computer skills in Microsoft Office Suite.
- Experience using an ATS(Taleo experience preferred)
- Experience using LinkedIn and other web based recruiting resources.

### **Education/Training:**

- Bachelor’s Degree or equivalent experience required.
- Minimum of 5+ years full-cycle in-house recruitment experience within a Retail and/or Call/Contact Center environment