**Contract Position – Save Mart Corporate office – Modesto, CA**

*Exclusive Recruitment through AVAILABILITY Professional Staffing – 209-527-7878*

Pay starts at 16.87-18.67 per hour – depending on experience assessments, and evaluation

Contract role – 90 days (3 months – with a high probability to extend)

**Job Summary**:

The Banner Coordinator (Recruiting Assistant) supports the organization in a high-volume recruiting environment with the objective of leading new hires and hiring managers through the talent acquisition process. The Coordinator supports the hiring process for Store entry level positions through the pre-hire and post-hire stages. This position provides complete recruitment and onboarding administrative support to all banners and routinely interfaces with banner leadership, store management, Payroll, and Accounts Payable. This is an ideal position for recent HR Graduates with bright, outgoing personalities that have a knack for communication follow up and open to working on projects.

**Key Responsibilities and Accountabilities**:

·         Conduct needs assessment by region to determine where recruiting efforts should be focused

·         Ensure appropriate recruitment advertising is kept up to date and invoices are processed timely

·         Assist hiring managers with issues on the ATS (applicant tracking system) ensuring timely and accurate creation of requisitions

·         Function as the contact person in assisting applicants to the appropriate sources by responding to direct calls and/or to calls communicated through the Support Center ticket system

·         Conduct initial telephone interviews and update candidates’ status on the ATS

·         Provide hiring managers with interview paperwork to include interview questions and tips to be used during interviews conducted in person

·         Initiate the Onboarding process and troubleshoots all questions from new hires and hiring managers

·         Monitor pre-employment compliance ensuring candidates complete and present necessary documents

·         Perform timely and accurate data entry of new hire information into the HR database system

·         Manage department email account in order to ensure accurate and efficient responses to inquiries and requests

·         Assist with developing and maintaining department best practice procedures

·         Perform other duties as assigned

**Requirements (Knowledge, Skills and Abilities)**:

·         Excellent written and verbal communication skills

·         Strong active listening skills

·         Strong organizational skills and follow through

·         Accurate with a strong attention to detail

·         Ability to cope with change and work effectively in a fast-paced and dynamic work environment

·         Self-motivated and able to work independently

·         Team-oriented and works well in a collaborative environment

·         Ability to manage multiple assignments, activities and projects

·         Strong computer skills; proficient in Microsoft Office suite (Outlook, Word, Excel, PowerPoint)

**Education:** Two-year college degree (or equivalent knowledge gained through formal education, specialized training, or additional job experience)

**Experience:** One year of related experience

**Physical:** Basic office environment:  ability to sit, stand, walk, kneel, stoop, use stairs, reach, pull and lift objects

**Competencies:**

•        Customer Focus

•        Quality/Quantity of Work

•        Personal/Interpersonal Skills

**How to apply?**

Email your resume in a Word Doc format to Nicki Tyler: [nicole@aps-hr.com](mailto:nicole@aps-hr.com)

Subject Line – Save Mart Banner Coordinator

Once resume is rec’d we will schedule you a pre-assessment appointment to complete the HR assessments Save Mart requires for the role:

**That will include:**

·         MS Excel & Word 2013 Basic version

·         HR Basics

·         Data Entry, Alpha Numeric

·         Typing

·         Spelling/Grammar

·         Office Math

·         Cash Rating – proof reading

Assessments generally take a total of 1-1.5 hour in total – and done here in our office in Modesto