



Job Posting #:	22FB03312026	Posting Type:	External
Job Title:	Recruiter	Grade/Classification:	107/Exempt
Department:	Human Resources	Location:	Fredericksburg, VA

JOB DESCRIPTION

OVERVIEW

The Recruiter is responsible for managing the full-cycle recruitment process to attract and hire qualified candidates across the organization. This role partners closely with hiring managers to understand workforce needs, develop effective recruitment strategies, and ensure a positive candidate experience from job posting through onboarding.

The Recruiter will actively source candidates, manage applicant tracking systems, coordinate interviews, and support hiring decisions to ensure timely and successful hiring outcomes. As time allows, this role may also provide administrative support for workforce development initiatives and other Human Resources programs.

ROLE AND RESPONSIBILITIES

- Manage the full-cycle recruiting process from job posting through candidate onboarding for assigned positions.
- Partner with hiring managers to understand staffing needs, job requirements, and recruitment strategies.
- Prepare and manage job postings across internal and external job boards.
- Source candidates through job boards, professional networks, employee referrals, community partnerships, and outreach efforts.
- Develop and maintain talent pipelines for critical and hard-to-fill roles.
- Review resumes and screen applicants to identify qualified candidates.
- Conduct initial candidate outreach and phone screenings when appropriate.
- Coordinate and schedule interviews with hiring managers and interview panels.
- Assist with hiring decisions by facilitating candidate evaluations and feedback.
- Prepare offer letters and manage necessary hiring documentation.
- Coordinate pre-employment screenings and onboarding activities.
- Maintain accurate applicant tracking and recruitment records within the Applicant Tracking System (ATS), including JazzHR or similar platforms.
- Monitor recruitment metrics and assist with reporting related to hiring activity and staffing trends.
- Assist with the coordination of workforce development programs, employee training initiatives, and learning events as needed.
- Support recruitment-related events such as job fairs, college outreach, and community hiring initiatives.
- Maintain documentation related to recruitment activities and workforce development programs.
- Assist with special projects related to recruitment, workforce planning, and talent pipeline development.
- Provide general administrative support to the Talent Acquisition and Organizational Development team as needed.
- Perform other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's degree in business administration, human resources, or a related field required. Equivalent work experience may be considered in lieu of a degree. A minimum of four (4) years of experience in recruiting, talent acquisition, or human resources is required. Experience recruiting for technical, operational, or skilled trades positions is strongly preferred. Experience using an Applicant Tracking System (ATS), such as JazzHR, or similar recruiting platforms is also preferred.

The ideal candidate will possess strong written and verbal communication skills to effectively interact with candidates and hiring managers. Excellent organizational and time-management skills are essential to manage multiple open positions simultaneously while maintaining recruiting timelines. The role requires the ability to work in a fast-paced environment while maintaining attention to detail and accuracy. Strong interpersonal skills and a customer-service mindset are critical to fostering positive relationships and ensuring a positive candidate experience throughout the hiring process.

A solid understanding of commonly used software and applications, particularly Microsoft Office and applicant tracking systems, is expected. The candidate should also demonstrate the ability to build relationships, source talent, and support hiring managers in identifying qualified candidates for the organization.

The position is primarily performed under usual office conditions and is based on a standard forty-hour work week, with some overtime required as needed. Occasional local and out-of-town travel may be required to attend training, meetings, interviews, job fairs, conferences, and other related events.

HOW TO APPLY

Internal Applicants: Interested parties should submit an internal application via the HR HUB OR resume via rechr@myrec.coop.

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #22FB03312026

Deadline: Friday, May 15th, 2026 @ 5:00 PM EST

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.