



(805) 654-9814
1305 Del Norte Rd.
Camarillo, CA 93010
www.sageservices.org

Recruitment Manager Full-Time

Position Title: Recruitment Manager

Location: Ventura and Santa Barbara County, California

Employment Type: Full-Time

Compensation: \$68,640.00 Annual Salary, Bonuses, + Benefits

Position Summary:

The Recruitment Manager oversees all aspects of the talent acquisition process to attract, evaluate, and hire top talent to meet company staffing needs. This role requires a strategic thinker who can lead a team, develop effective recruitment strategies, and build strong relationships with hiring managers across departments. The Recruitment Manager will focus on creating a positive candidate experience, promoting the company's employer brand, and ensuring a diverse and inclusive hiring process.

Hiring Requirements:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- 5+ years of experience in recruitment or talent acquisition, with at least 2 years in a managerial or leadership role.
- Fluent in Spanish and English, preferred.
- Ability to maintain flexible days and hours to best meet the needs of the company and manage the recruitment line.
- Valid driver's license and current automobile insurance. DMV report and access to a vehicle required.
- Negative alcohol/drug screening in accordance with California law.
- Cleared upon hire and maintained Department of Justice (DOJ) clearance.
- Goal-oriented, organized leader with excellent customer service skills.
- Proficient in written and oral communication.
- Fluent in Microsoft Office (Word, Excel, PowerPoint).
- Typing speed of at least 40 WPM and skilled in internet-based programs.
- Credit score in good standing.
- Ability to lift and carry items up to 25 pounds unless restricted by a physician.
- Ability to sit for extended periods and look at a computer screen for long durations.
- Ability to maintain a composed and professional demeanor.

Key Responsibilities Include, But Not Limited To:

Talent Acquisition Strategy

- Develop and implement recruitment strategies to fulfill company staffing requirements.
- Collaborate with department heads to understand hiring needs and define recruiting priorities.
- Monitor recruitment metrics and analyze hiring data to measure efficiency, effectiveness, and quality of hires.
- Continuously streamline the effectiveness of on-boarding procedures.

Candidate Sourcing and Pipeline Development

- Build and maintain a talent pipeline for current and future hiring needs through various sourcing methods (*job boards, social media, networking events, partnerships with educational institutions, etc.*).



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- Establish relationships with recruitment agencies, industry contacts, and community organizations to broaden sourcing channels.
- Use technology and social media to enhance the reach of job postings and strengthen the employer brand.

Candidate Selection and Hiring

- Lead and oversee the interview, selection, and onboarding processes to ensure a smooth and efficient candidate journey.
- Implement structured interview and selection processes that improve objectivity and reduce hiring bias.
- Manage job offers and the onboarding process in coordination with HR and department managers.

Employer Branding

- Partner with Marketing and HR to enhance the company's employer brand through various channels.
- Develop recruitment marketing materials and organize employer branding events to attract talent.
- Represent the company at career fairs, recruitment events, and other networking opportunities.

Team Leadership and Development

- Manage, train, and mentor a team to achieve hiring goals.
- Set team performance objectives and evaluate team members' progress and development.
- Promote a culture of continuous improvement, collaboration, and high performance within the recruitment team.

Compliance and Process Improvement

- Ensure that recruitment practices comply with company policies, legal requirements, and industry standards.
- Identify and implement process improvements to increase the efficiency and effectiveness of recruitment.
- Keep up to date with current hiring trends, labor market, and best practices to recommend strategic changes.

Skills:

- Strong understanding of the full cycle recruiting process, including sourcing, interviewing, and candidate evaluation.
- Proficient in using Applicant Tracking Systems (ATS), social media recruiting tools, and other recruitment technologies.
- Excellent interpersonal and communication skills, with the ability to build relationships with candidates and stakeholders.
- Demonstrated experience in building an inclusive recruitment process and promoting diversity in hiring.
- Analytical and strategic thinker with a focus on continuous improvement.

Additional Competencies:

- Manage company credit card.
- High level of integrity and professionalism.
- Adaptable, with the ability to thrive in a fast-paced environment.
- Strong organizational skills and attention to detail.



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Working Conditions:

- This position may require occasional travel for recruiting events and job fairs.
- Typical office environment, with some flexibility for remote work.

Compensation: Base Salary: \$68,640.00 Annually, Bonuses, + Benefits

Benefits:

Company Provided Phone and Computer
40 Hours Sick Pay
Vacation Time
Federal Rate Mileage Reimbursement
401 K Retirement
Medical/Dental/Vision
Aflac

Certification: I have read and understand the job requirements, responsibilities, and expectations set forth in the job description for my position as Recruitment Manager. I attest that I can perform the essential job functions as outlined with or without reasonable accommodations. I further understand that failure to comply with job requirements, responsibilities, and expectations will result in corrective actions, including possible employment termination.

Employee Name: _____

Employee Signature: _____

Date: _____

Management Name: _____

Management Signature: _____

Date: _____