

**Job Description\***

**Job Title** Recruiter

**Department** Human Resources

**Reports To** HR Director

**FLSA Status** Exempt

**JOB SUMMARY**

Responsible for all functions of Recruitment for The Point Casino and Noo-Kayet Investments. The Recruiter demonstrates proficiency in administration organization, presentations, verbal and written communications; and knowledge of the hospitality industry. This position is responsible for full-cycle recruiting. In this position day to day duties include but are not limited to developing recruiting strategies for the business and open positions, networking outreach, social media updates, processing applicants, and interviewing.

The Recruiter partners with management identifying eligible applicants; and communicates status of hires with employees and management. Prepares human resource documents, records statistics and handles confidential material in the human resources department. Completes special assignments as required. The Recruiter is responsible for the recruitment, retention, hiring a high volume of hourly hospitality employees per year

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Answers candidate emails, calls, and walk-ins in a timely, responsive and professional manner.
2. Actively recruits for open positions using a variety of recruiting methods e.g. outreach, active recruiting, online postings, social media, visual signage etc.
3. Ensure content is current and consistent across all posting sites
4. Processes applications and all required documentation for candidates.
5. Inputs candidate information and oversee the applicant tracking system ensuring timely and accurate information that facilitates hiring process for management.
6. Assesses and determines eligibility of applicants with managers and licensing; and communicates status of employment outcomes with employees.
7. Conveys applicable follow up communications regarding applications, new hires and managers.
8. Assists in employee relation issues; and proactive in maintaining the culture of The Point Casino.
9. Assists in planning, and the implementation of Customer Service training.
10. Oversees the preparation of letters, mail, and filing of various state and federal forms.
11. Drafts letters, memos, and other human resources documents.
12. Adheres to The Point Casino policy and procedures.
13. Compiles with federal and Tribal ordinance, local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
14. Assists in the organization of The Point Casino and Noo-Kayet Investments employee events.
15. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations’; and attending workshops and/or conferences.
16. Adheres to The Point Casino’s appearance standards.
17. Maintains strict confidentiality of departmental issues, meetings and documentation.
18. Assists with wellness activities and general HR duties as assigned.
19. Keeps apprised of developments in the Human Resources field and keeps management informed of applicable changes in employment laws and trends.

**QUALIFICATION REQUIREMENTS**

1. B.S. Degree in related field, and at least three years’ experience as a recruiter, human resource generalist with recruiting experience; and/or a combination of education and experience is required to successfully perform the job.
2. Proficiency with Microsoft Outlook, Word, PowerPoint, and Excel. HRIS and budget experience preferred.
3. This position requires the individual to perform work independently within the scope of the human resources department and within its relationships with other departments.
4. Class III Gaming License issued from the Port Gamble S’Klallam Gaming Commission may be required. Valid Washington State driver’s license.
5. The willingness and ability to work days, weekends, and evenings in support of the 24/7 operations.

**PHYSICAL REQUIREMENTS**

1. Occasionally exerting up to ten pounds of force and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.
2. Involves moderate lifting. Exerting up to ten pounds of force.
3. Frequently involves standing for sustained periods of time.
4. Occasionally requires crouching.
5. Often requires walking or moving about to accomplish tasks.
6. Constantly requires working with fingers rather than with the whole hand or arm.
7. Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
8. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
9. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
10. Occasionally requires reaching by extending the hand(s) and arm(s) in any direction.
11. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
12. Constantly requires repetitive movement of the wrists, hands, and/or fingers.
13. Requires clear vision at 20 inches or less, the ability to identify and distinguish color and to adjust focus.

**TYPICAL ENVIRONMENTAL CONDITIONS**

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions. The inside environment is often loud and stimulating. There is smoking permitted inside the casino facility.

**TRAVEL REQUIREMENTS**

May be required for some positions.

**ACKNOWLEDGEMENT STATEMENT**

NKI and its entities are “at will” companies. This means that the employee or the Company may terminate employment at any time and or any reason. Management has the exclusive right to alter this job description at any time without notice. The document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, not is it intended to be an employment agreement or contract.

By signing below, both employee and supervisor acknowledge that this Job Description will provide the basis for general duties and responsibilities related to the job, and associated evaluations thereof.

Employee Signature Date

Employee Name (Please Print)

Supervisor Signature Date

Supervisor Name (Please Print)

*NKI and its entities are committed to having a drug and alcohol free work environment.*