

# DRINKER BIDDLE & REATH LLP

## STAFF RECRUITER

### JOB POSTING

<b>JOB TITLE:</b> Staff Recruiter	<b>STATUS:</b> Part-Time Temporary (3-4 months)
<b>REPORTS TO:</b> Human Resources Recruiting & Projects Manager and National Director of Human Resources – Generalists	<b>LOCATION:</b> Washington, D.C.
<b>SUMMARY:</b> We are searching for a <b>Staff Recruiter</b> to join our team! Based in our Washington, D.C., office, the Staff Recruiter will assist with full-cycle recruitment of staff positions. <b>This is a part-time temporary role expected to last 3-4 months; the hours of this position are 10:00 a.m. – 4:00 p.m., Monday-Friday.</b>  In accordance with the firm's Client Service Initiatives, the Staff Recruiter must display good judgment and have effective interpersonal communications. Confidentiality and discretion are required consistently.	
<b>ESSENTIAL JOB FUNCTIONS:</b> <ul style="list-style-type: none"><li>• Assist in full-cycle recruitment efforts including:<ul style="list-style-type: none"><li>○ Job posting of open positions;</li><li>○ Applicant tracking and management;</li><li>○ Sending candidate acknowledgements;</li><li>○ Phone screening candidates;</li><li>○ Scheduling interviews (confirming interviewer(s) and interviewee availability, scheduling conference room(s), sending calendar invites, sending applicant interview confirmations, etc.); and</li><li>○ Conducting reference checks.</li></ul></li><li>• Research appropriate job boards/sites for job posting of open positions.</li><li>• Provide administrative support and document coordination to ensure the accuracy of employee personnel files and applicant files.</li></ul> <p><i>The person in this role is expected to handle the majority of these tasks by him/herself. The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.</i></p>	
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b> <ul style="list-style-type: none"><li>• Strong experience with recruiting staff at all levels (entry-level through management positions).</li><li>• Proficiency in using Microsoft Outlook, Word and Excel.</li><li>• Excellent oral and written communication skills.</li><li>• Must be extremely organized and able to work in a fast-paced environment.</li><li>• Extremely detail-oriented.</li><li>• Ability to juggle numerous scheduling tasks at once.</li><li>• Ability to exercise effective judgment, sensitivity and creativity to changing needs and situations.</li><li>• Client service-driven.</li><li>• Willing to accept ownership of projects and be successful in driving those projects, as well as daily tasks, to a successful conclusion.</li><li>• Ability to work with detailed information accurately and efficiently.</li><li>• Able to maintain confidentiality.</li><li>• Unbiased judgment, sound discretion and openness to the views of others.</li><li>• Ability to interact with people in a manner which shows sensitivity, tact and professionalism.</li><li>• Must be highly organized and possess strong writing and proofreading skills.</li></ul>	

- Candidate must be able to work with all levels of firm management and work well as part of a team as well as work independently.
- Candidate must quickly grasp the goals, service, culture and strategy of the department, the office and the firm overall.
- Candidate must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Have an understanding of the internal legal process and how a Human Resources Department adds value.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in Human Resources preferred.
- Prior experience in recruiting highly desired.

We are an Equal Opportunity Employer offering a competitive salary.

**HOW TO APPLY:** Interested candidates should send a resume and cover letter, including salary expectations, to [Human.Resources@dbr.com](mailto:Human.Resources@dbr.com) and reference "**Staff Recruiter**" in the subject line. *No phone calls please.*