

## Recruiter

Port Authority is seeking a Recruiter to administer employment and recruitment activities for assigned positions. Maintains employment records, generates employment reports/statistics, and inputs data into PeopleSoft. Administers validated testing.

### Essential Functions:

- Utilizes PeopleSoft HRMS to do the following:
  - Create and maintain job requisitions.
  - Enters Applicant Personal Data, Education, License, Membership, Competency and other information.
  - Schedule and track applicants and interviews.
  - Maintain applicant records.
  - Track job offers and maintain appropriate documentation.
  - Process and enter new employee information.
- Administers employment processes for assigned positions, including recruitment, testing, interviewing and investigations. Conducts background checks on perspective candidates which includes various communications to verify education, previous and current employers. Utilizes the internet to conduct criminal record check and motor vehicle record status. Enters and tracks data in PeopleSoft. Extends contingent job offers and maintains appropriate documentation. Ensures that required employment activities are satisfactorily processed before finalizing hiring actions. Coordinates and conducts new hire orientation.

### Job requirements include:

- High School Diploma or GED.
- BA/BS degree in Human Resources Management, Industrial Relations, Business Administration or related field from an accredited school. Related experience may be substituted for the education on a year-for-year basis.
- Minimum of three (3) years of experience interviewing, recruitment and employment processes with familiarity with union contractual matters.
- Demonstrated knowledge of Employment/EEO laws and practices.
- Effective and professional communication skills.
- Demonstrated ability in the use of Windows and Microsoft Word.

### Preferred attributes:

- Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) Certification from the Society for Human Resources Management.
- Prior PeopleSoft experience.
- Demonstrated ability in the use of Microsoft Excel.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Holly A. Jenkins  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[HJenkins@portauthority.org](mailto:HJenkins@portauthority.org)  
EOE