

DeKalb County Board of Health

Recruitment Coordinator

Position #10480

(Salary is offered based on Education, Experience and/or Budget)

POSTED: November 21, 2022 **DEADLINE TO APPLY:** December 5, 2022

LOCATION: E.L. Richardson Health Center – Workforce Development

ORGANIZATION SUMMARY: DeKalb County Board of Health works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit <https://www.dekalbhealth.net>.

WHAT WE OFFER: A generous benefits package, which includes employee retirement plan; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and childcare spending account.

SALARY INFORMATION: \$47,000.00 Annual/Pay Grade H

DUTIES:

We are looking for a hardworking and reliable Recruitment Coordinator to join our ambitious Workforce Development dream team! If you are passionate about recruitment and talent selection you would like to give your contribution in creating a great organizational culture, this is the right position for you. Under general supervision, performs a variety of recruitment tasks to include drafting of announcements, posting vacancies to various online job boards, screening applications/resumes, interview and selection, coordinating and attending job fairs, professional reference/ educational checks, and background checks. May also be a member of interview panels. This position may also assist with recruitment, effective interviewing and supervisory training.

MINIMUM QUALIFICATIONS: Associate's degree from an accredited college or university **AND** Two years of experience performing personnel-related functions.

PREFERRED QUALIFICATION: In addition to the minimum qualifications, preference will be given to applicants with full cycle recruitment knowledge and experience. People Soft and NEOGOV experience is a plus.

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified

Fingerprint Criminal Records Investigation Is Required



ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:

www.dph.georgia.gov
(Must complete application)

AN EQUAL OPPORTUNITY EMPLOYER

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:
Michelle.Raines@dph.ga.gov