**Human Resources - Recruiter**

Goodwill Lubbock is seeking an in-house recruiter. We are looking for an energetic and creative personality to join our Human Resources team. Goodwill strives to build a stronger community by creating job opportunities for people with barriers to employment. If you have a heart for helping others, this could be the job for you!

**What you’ll do**:

* Source, screen, interview and hire qualified candidates
* Collaborate with HR team and department managers on a regular basis
* Identify immediate and future hiring needs
* Network and source candidates through a variety of outlets: social media, job fairs, business organizations, non-profit agencies, etc.
* Prepare recruitment materials and post jobs to appropriate job boards, company website, recruiting outlets (such as Indeed), etc.
* Screen candidate resumes and job applications
* Onboard new employees
* Provide new hire and employee training on a continuing basis
* Monitor and apply HR recruiting best practices
* Provide analytical and well documented recruiting reports
* Promote Goodwill’s mission

**Qualified Candidates must have:**

* At least one year recruiting experience in a fast-paced office environment
* College degree preferred, but not required
* Advanced computer skills: MS Office (emphasis on Excel)
* Prefer experience with Millennium and FastPay

 If interested, please send cover letter and resume to kfrost@goodwillnwtexas.org .