



Recruiting Coordinator

Quincy Asian Resources Inc (QARI), is a non profit immigrant social service organization based in Massachusetts, New York City, and Rhode Island. QARI has been serving Asian and immigrant communities since 2001 through our signature workforce enterprise programs with integrated social services. During the pandemic, QARI has been working tirelessly, in collaboration with cities and organizations to help as many people as we can through this challenging time.

Wutabon, a subsidiary of QARI, means immigrant utopia. QARI and Wutabon partner with world renowned employers to help support immigrant workforces' personal and professional growth through various employment pathways and wrap-around social services for immigrant employees and their families. We together build the Wutabon for our immigrant workforce.

FLSA Status: Non-Exempt

Hours/Week Category: Full Time

Reports To: HR Manager/Operations Manager

Responsibilities:

- Conducts employment related research and assists recruitment teams with electronic and other methods of sourcing of qualified candidates.
- Assists operations team with customized screening and initial contact of applicants to determine qualification and interest level.
- Refers appropriate candidates to the hiring supervisor/ HR Associate or Manager.
- Provides coordination and support for recruitment projects and related services to supervisors, hiring managers, recruitment team members, and others.
- Participates in and provides analytical support in design, development, and implementation of recruitment materials and projects.
- Attends and participates in job fairs, community activities, and other public and departmental recruitment-related events.
- Represents and promotes organization to potential applicants by providing information, responding to questions, and collecting applicant data.
- Develops and maintains comprehensive knowledge of recruitment, employment, HRSC, compensation, benefits, pay administration, and other related organizational policies, practices, procedures, and/or regulations.
- Handles and prioritizes multiple ranges of advanced administrative duties with wide latitude for independent judgment and initiative.
- Develops and maintains general familiarity with immigration and re-certification process and responds to inquiries related to immigration and re-certification.

- Assists with identifying issues affecting recruitment and implementing recruitment activities to continuously improve the process.

Qualifications & Skills:

- Associate's degree in business, or related field; OR two (2) years of directly related experience
- Minimum two (2) years of administrative support experience in recruitment or related area
- Minimum one (1) year of candidate sourcing or related experience
- Recruiting and interviewing skills
- Phone, Skype, and online meeting platform skills
- Supports workplace diversity
- Familiarity with relevant employment law
- Professionalism, organization, and project management skills

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Interested applicants should submit their cover letter and resume to Human Resources at hr@wutabon.com

Company website: www.wutabon.com