



Human Resource Associate - Recruitment Specialist – Luxury Goods

Approx Comp Range \$65-80k (DOE)

Hybrid Role - focused on HR, Staffing & Recruitment

Overview

Our client is a Global Luxury Goods Designer based in Midtown NYC seeking a talented HR Associate who is skilled and passionate about Recruiting. This is an opportunity for a skilled Recruitment Specialist to join a growing HR team and focus on US based Recruitment Initiatives for ALL AREAS of the brand.

This position supports National Recruiting efforts for over 600+ employees & four major U.S. locations.

The HR Associate role will be working on a hybrid schedule – 3 days in the office, 2 days remotely.

Ideal Candidates will have at least 3+ years professional experience in a Corporate HR or Administrative environment and at least 1+ years with recruiting specifically. They should also have a college degree.

This position reports to the Director of HR.

We're seeking a "Hands On" HR Professional who is passionate about Recruiting. They must have a Positive Attitude and a "Can Do" mindset. They must be enthusiastic, personable and highly motivated. The Recruiting Specialist is committed to building a great team that matches the character of the brand. While most interviews will be virtual, identifying candidates who will be great contributors to the Company overall is key to success in this role.

The ideal candidate will be engaging, warm and welcoming to ensure that candidates feel delighted, confident and respected during the interview process.

They must be professional in demeanor and presentation to guarantee that the Company is well represented; and be highly organized to ensure that all steps in the hiring process are followed.

Key Responsibilities

Through collaboration and teamwork, this person guarantees all Administrative and Recruiting responsibilities of the entire HR Department are executed with excellence.

This includes the following responsibilities:

Identifies and Escalates HR and Recruitment issues appropriately.

Secures the integrity of the Company's recruiting processes while supporting hiring efforts throughout all major office locations.

Guarantees a smooth transition from candidate to New Hire for all new Employees.

Promises that new ideas and recruitment best practices are introduced to the Human Resources team.
Guarantees that contracts with recruiting firms are current and maintained.
Confirms that recruitment efforts are documented and reported accurately in a timely way.
Guarantees that all candidates moved forward in the recruitment process meet the Company's standards and needs and will be strong assets to the organization.
Confirms that all Hiring Managers have an appreciation of the Company's hiring process and maintain an agreed upon plan.
Promises that all Employees receive exceptional, timely and confidential support.

Skills

Experience Recruiting in the Retail or Luxury Goods Sector
Ability to be creative and think outside the box
Understanding of ATS Software
Ability to screen resumes
Ability to write Job descriptions
Ability to Interview Candidates In Person and Remote
Excellent written and oral communication skills
Relevant computer skills – MS EXCEL
Recruiting best practices
Superior organizational skills
Analytical skills
Ability to learn and retain information
Superior attention to detail
Relevant industry knowledge
Filing & record keeping
Interviewing skills
On-boarding
"Hands On" Approach
Positive Mindset
Sense of Urgency