

# Recruiting & Hiring Specialist

Communication and Culture Department

## Job Description & Responsibilities

We are looking for a Recruiter with full-cycle recruiting experience, from talent sourcing and attracting candidates to interviewing and hiring great employees. A successful recruiter will collaborate with department managers on a regular basis and proactively identify future hiring needs. You should also be able to attract candidates using various sources, like social media networks and employee referrals. Our ideal recruiter holds an HR background combined with work experience in screening, interviewing and assessing candidates. Ultimately, the responsibilities of the Recruiter are to ensure our company attracts, hires and retains the best employees, while growing a strong talent pipeline.

## Required Proficiencies

- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specifications
- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc
- Source and recruit candidates by using databases, social media etc
- Social media outreach and ad management
- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Onboard new employees in order to become fully integrated
- Monitor and apply HR recruiting best practices
- Act as a point of contact and build influential candidate relationships during the selection process

## Why You'll Love Digi

We truly are a Digi Family. Everyone you work with genuinely cares about the work they do and the people they do it with. You'll never feel alone here; we support each other like the tight-knit team we are.

At Digi, we know people do their best work when they're appreciated. Anyone you talk to at Digi will tell you that this company invests in its employees so you always feel valued and cared about. You will know from your first day that you have a team of support surrounding you.

We believe we have the power to make the world a better place. We invest in our communities, and we live our mantra that People are Our Purpose. We offer security solutions to organizations across the region that provide safety and peace of mind to real people. The work we do is bigger than all of us; we are a team, and together we help protect what matters most.

# Apply Online

[digiss.com/jobs](https://digiss.com/jobs)

Questions? Contact us at [hiring@digiss.com](mailto:hiring@digiss.com)

## Our Process

### Complete your application.

You'll need to upload a resume and a document with three professional references. Our application also includes your work history as well as some questions that help us get to know you as a person.

**Stage 1** | If your application aligns to what we're looking for, you'll hear back from someone from our team to schedule an interview.

**Stage 2** | If you're moved along to stage 2 of our hiring process, we'll schedule a second interview with you. Often these interviews will include scenarios for you to respond to.

We review our top candidates as a team and send an offer to our most qualified candidate(s) for the job.

All candidates must pass a background check, a drug screening, and a motor vehicle report to be officially hired.

All full-time employees receive health, vision and dental benefits, 401K, and free life insurance. We provide our employees with all the gear and tools they need to do their job excellently.