



## POSITION DESCRIPTION

### Senior HR Recruiter Lead

Reports to: Director, Talent and Acquisition      Position Status: Exempt

Supervises: None (Informal Leadership of Recruiter Team)

Effective Date: 10.1.2025

#### **GENERAL SUMMARY**

In addition to all duties and responsibilities outlined in the Senior HR Recruiter job description, the Lead Senior HR Recruiter will perform expanded leadership and coordination functions. This role supports the recruiter team through mentorship, operational oversight, and strategic initiatives, while continuing to contribute to recruitment efforts with a reduced requisition load.

#### **DUTIES AND RESPONSIBILITIES**

In addition to all duties and responsibilities outlined in the Senior HR Recruiter job description, the Senior HR Recruiter Lead will also perform the following functions:

- **Reduced Requisition Load:** Carry a lighter requisition workload to allow time for leadership and coordination duties.
- **Drive 1:1s:** Schedule and facilitate regular one-on-one meetings with recruiter team members to support development and address challenges.
- **Position Control Report:** Share responsibility for maintaining and updating the position control report, rotating this task with the Talent Acquisition Operations Coordinator to ensure skill proficiency.
- **Lead Team Meetings:** Organize and lead talent acquisition team meetings, setting agendas and driving follow-up actions.
- **Indeed Sponsorships Coordination:** Coordinate Indeed sponsorships between recruiters and events to maximize recruitment campaign effectiveness.
- **Job of the Week Communication:** Serve as the point of contact for communicating the "Job of the Week" to external vendors for NKC social media posting.
- **Staff News Contributions:** Submit articles for Staff News, including "Job of the Week" or other recruitment-related topics, as needed.

- **Special Recruitment Campaigns:** Organize and lead special recruitment campaigns, such as Indeed virtual events and sponsorship initiatives.
- **Point of Contact for Team:** Act as the primary point of contact for recruiter team questions, escalating issues to Talent and Acquisition Director as appropriate.
- **Career Event Coordination:** Collaborate with Recruiting Coordinators to coordinate manager participation in career events.
- **Process Improvements:** Identify, lead, or participate in process improvement initiatives within the talent acquisition function.
- **Other Duties:** Perform other related duties as assigned. This list is not inclusive of all work that may be required.

### **CUSTOMER SERVICE STANDARDS**

Staff are responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

### **EDUCATION AND EXPERIENCE**

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.**

### **REVIEW AND APPROVAL**

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Senior Director, People and Culture

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Date

### **EMPLOYEE SIGNATURE**

I acknowledge that I have received and reviewed a copy of the job description for my position:

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Employee Name

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Date