



Senior Recruiting Manager

Department – Division: 4091 Human Resources – Allocated

Reports to: Director of Human Resources

Shift(s): 5 Days a Week

Employment Status: Full-Time

Overtime Exemption: Exempt

Job Summary:

The Senior Recruiting Manager provides leadership, support, advocacy and vision to recruiters and support staff who provide recruiting support to hiring managers. This position also conducts recruiting for higher-level management positions. The Senior Recruiting Manager reports directly to the Director of Human Resources (HR).

Responsibilities & Skills:

- Fills senior-level positions in Administration, as well as positions in Operations and Management.
- Develops new strategies and programs to attract qualified candidates for all openings.
- Administrator of Kiawah Island Golf Resort Careers Page on Social Media.
- Manages the recruiting team by:
 - Overseeing the daily workflow of the department.
 - Providing constructive and timely performance evaluations.
 - Handling discipline and termination of employees in accordance with company policy.
- Manages and monitors the Human Resources Workforce Management system (DayForce/Ceridian).
- Develops, maintains and meets financial goals in regards to the Recruiting Budget.
- Plans for, coordinates, and/or attends career fairs and recruiting trips (may require overnight travel).
- Develops and maintains professional relationships with college and university placement offices.
- Directs and manages the relationships and efforts of employment agencies, search firms and 3rd party recruiting platforms.
- Attends staff meetings of various operational departments and communicates back any and all pertinent information to the HR and Recruiting team(s).
- Excellent time management skills with a proven ability to meet deadlines will be essential.
- Strong supervisory and leadership skills, the ability to prioritize tasks and to delegate them when appropriate, as well as the ability to function well in a high-paced, sometimes stressful environment, will be essential.
- Excellent verbal and written communication skills, organization skills, as well as presentation skills, will be essential.
- Excellent interpersonal and customer service skills and the ability to interact with people from all types of backgrounds and cultures
- Will need to be proficient with Microsoft Office Suite or related software.
- Ability to handle confidential information.
- Upholds the core values, and policies and procedures of the resort.



- Performs other related duties as assigned.

Qualifications:

- Bachelor's Degree in a related field is required.
- A minimum of four years of Recruiting experience is required. Hospitality experience is highly preferred.
- A thorough understanding of recruiting methods and best practices, applicable policies, and federal, state, and local employment laws and regulations is required.
- A thorough understanding of employment websites, social media, and recruiting software is required.
- Must be able to pass a background check.
- Must be able to work onsite.

Essential Physical Requirements:

Must be able to reach, bend and stoop occasionally.

Must be able to carry items up to 40lbs over moderate distances occasionally.

Must be able to work in an office setting with tasks such as typing, answering phones, use of a computer for hours at a time.

Must be able to verbally communicate with employees and managers one-on-one or by phone.

Must be able to drive to venues on and off island occasionally.

Out-of-town and out-of-country travel on occasion.

Must be able to work on site to be available to employees and managers for human resource assistance during office hours.