

BRAINTREE
GROUP

Recruiting Coordinator

Company: Braintree Group, LLC
Classification: Full-time, hourly

Location: Boise, Idaho
Benefits: Yes

Reports to: HR Manager
Compensation: DOE

Summary

Braintree Group, LLC, a rapidly growing management company, is seeking a team oriented individual to fill the position of Recruiting Coordinator. Our company manages various business ventures including hospitality, real estate development, a variety of service markets, charter school management, and education products.

Duties & Responsibilities

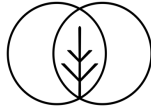
- Manage an effective coordination process for candidates and hiring managers
- Conducts initial phone screening
- Schedule follow up interviews with the hiring managers
- Process pre-employment paperwork and set-up or conducts pre-employment checks, including employment verification, background check, and arranges drug screens.
- Advertises employment opportunities in external job sites
- Performs customer service functions by answering candidates requests and questions.
- Assists with various research and special projects
- Helps with office administration items
- Other duties as assigned

Qualifications & Experience

- 1-2 years of recruiting experience preferred
- Bachelor's degree preferred

Skills & Intangibles

- Ability to maintain a high level of confidentiality
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Ability to work independently and find solutions to issues that arise



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- Must have strong interpersonal skills and be a team player
- High degree of initiative, accuracy, and adaptability
- Proficient with Microsoft Office Suite or related software

How to Apply

Submit resume and cover letter to hr@braintreegrp.com

Equal Opportunity Employer

Braintree Group is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, age, sex, marital status, national origin, ancestry, disability, handicap or veteran status.

Braintree Group Headquarters: 918 W. Idaho St., Boise, ID, 83702

Office: (208) 519-4000

HR Fax: (208) 917-4626

HR Email: hr@braintreegrp.com