



WHO WE ARE:

Alleghenies Unlimited Care Providers! A progressive non-profit agency that has been impacting our community for over 60 years; we are a fast-paced agency looking toward a bright future with new talent and new ideas.

THE OPPORTUNITY:**RECRUITER**

This opportunity will allow the right candidate to truly make a difference, influence the direction of the entire field team and impact our community. Our team offers a competitive salary and benefit package, engaging work environment, an 8am-4:30pm weekly schedule and so much more.

RESPONSIBILITIES INCLUDE:

- Processing job requisitions.
- Screening and interviewing applicants.
- Acting as liaison with area employment agencies, universities and advertising agencies.
- Ensuring legal and regulatory compliance throughout recruiting and onboarding functions.

WHO:

- Someone who is Inspired by our mission to enhance the independence of the aging and disabled community
- Has the ability to be proactive in seeking opportunities for improvement
- Takes personal initiative to continuously improve knowledge of industry regulations and standards
- Is excited to share our mission with others to build lasting partnerships
- Positively contributes to the organizational culture

WITH:

- Associate Degree in Business or Human Resources required, Bachelor's Degree preferred
- At least 2 years professional experience required, HR certification preferred

HOW WILL WE KNOW YOU ARE THE RIGHT PERSON?

Give us call! To learn more about this opportunity; contact our Human Resources Manager at 814-262-9600 extension 1704. Forward your resume to HR@alucp.org. If you are chosen as a finalist, you will be invited for an interview with the team. The final step in the hiring process will be to arrange for reference calls, background checks and of course we are a drug free work environment. We can't wait to see what you bring to the table!

EOE M/F/V/D