

Visiting Angels is Hiring!

Looking for an Office/Recruiting Assistant

Visiting Angels in Hoschton is looking for an Office Assistant to also include Recruiting duties! This is a 30 – 40 hour per week position located at our office in Hoschton, GA.

PRINCIPAL ACCOUNTABILITIES AND ESSENTIAL FUNCTIONS:

- **Manage General Office Duties:**
 - Answer the telephone and greet the public.
 - Support staff in assigned project-based work.
 - Organize and maintain file systems in compliance with office policies and regulations.
 - Perform general clerical duties including correspondence, copying, filing, and distribution.
 - Handle incoming and outgoing mail.
 - Maintain positive relationships with all clients and referral sources.
 - Maintain and coordinate office supplies, as needed.
 - Perform other functions as deemed appropriate by the management team.

- **Perform/Coordinate Office Recruitment Duties:**
 - Work collaboratively with key team members to understand recruitment needs.
 - Actively source quality caregiver candidates.
 - Develop and maintain an online recruiting presence. Use a diverse mix of recruiting tools and websites.
 - Process applications and check references. Schedule interviews for potential employees with appropriate supervisor.
 - Participate in the interview process by screening and interviewing prospective caregiver candidates.
 - Adhere to recruitment, selection, and hiring policy and procedures. Responsible for preparing initial employee file and completing employee file checklist.
 - Host and facilitate orientation of new hires.
 - Work with the management team to ensure a smooth transition for new hires from on-boarding, orientation through the first 90 days.

REQUIRED JOB KNOWLEDGE AND SKILLS:

- Experience/Comfort with public speaking along with demonstrated telephone and presentation skills to a level acceptable to maintain a positive reputation in the community.
- **Proficiency with Microsoft Office** (Word, Excel, PowerPoint and Outlook) applications a **MUST**.
- Proven Self Starter – With the ability to grow and expand responsibility within the agency.
- Ability to work well with a team and independently.
- Ability to listen and communicate clearly, fluently and diplomatically - both orally and in writing.
- Ability to remain flexible, resilient, calm and maintain a sense of humor in all situations.
- Ability to plan, organize, prioritize, integrate, delegate and accurately complete work activities within specific deadlines while managing interruptions.
- Demonstrate a strong commitment to client service excellence and caring for caregivers.