



**TITLE OF JOB: Vice President of Recruiting**

**LOCATION:** Open

**POSTED:** March 2022

**SUMMARY:**

For 50 years Wray Executive Search has successfully provided executive search and advisory services, recruiting impressive leadership teams for many of the nation's most successful restaurant, foodservice, hospitality, franchise and retail companies. Our primary focus has always been and remains aligning candidates who have the appropriate blend of knowledge, skill, attitude, experience and commitment with our clients' needs. Our client partners range from multinationals to entrepreneurial startups both private and public. The Vice President of Recruiting will work with all members of the Wray team to identify, interview, and present candidates for leadership roles (Director, VP/SVP, and C-level) across multiple disciplines, including operations, finance, marketing, real estate and construction, franchise sales, legal, and IT. The VP of Recruiting will also work closely with clients to evaluate client needs, develop candidate profiles for each position, and maintain consistent communication throughout the search process.

**RESPONSIBILITIES:**

- Source candidates using a variety of search methods to build a robust candidate pipeline
- Screen candidates by reviewing resumes and job applications, and performing phone screenings
- Take ownership of candidate experience by designing and managing it
- Develop job postings, job descriptions, and position requirements
- Perform reference checks as need
- Facilitate the offer process by extending the offer and negotiating employment terms
- Manage onboarding and new hire process
- Stay abreast of recruiting trends and best practices
- Manage the overall interview, selection, and closing process
- Ensure all screening, hiring, and selection is done in accordance with employment laws and regulations

**REQUIREMENTS:**

- Bachelor's Degree in Human Resources, Business Administration, or related field
- 2 years of recruiting experience preferred
- Ability to communicate effectively, both orally and in writing
- Demonstrated ability to establish effective and cooperative working relationships built on trust
- Excellent organizational and time management skills
- Comfortable making decisions independently
- Working knowledge of applicant tracking and HRIS systems
- Ability to manage a wide range of relationships with a variety of stakeholders
- Proficient in Microsoft Office
- Working knowledge of interview techniques and applicant screening methods
- Deep understanding of employment laws and regulations
- Familiar with a wide variety of sourcing avenues

**FOR POSITION REQUIREMENTS AND SPECIFICATIONS PLEASE CONTACT:**

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**Name:** Bob Gershberg

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*Wray Executive Search shall provide equal employment opportunity to all qualified candidates, and will refer candidates without regard to race, color, religion, national origin, sex, age, disability, veteran candidates without regard to race, color, religion, national origin, sex, age, disability, veteran status or any other legally protected basis. Wray Executive Search shall comply with all applicable laws, rules and regulations in the performance of duties pursuant to this Agreement, including but not limited to, Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and state and local anti-discrimination laws to the extent applicable.*