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## **Recruiter**

### **Employer**

The Arnold Group  
1214 Main Street,  
Winfield KS

### **Job Description**

**Job Title:** Recruiter

**Job Location:** Winfield

**Job Type:** Full time

**Positions Type:** Full Time

**Shift/Schedule:** Monday-Friday, 8am- 5pm

#### **Description:**

We are seeking a dynamic and results-driven Recruiter to join our expanding and fast-paced office. The ideal candidate will play a pivotal role in attracting, sourcing, and selecting top talent to meet the growing needs of our organization. This position requires excellent communication skills, a proactive mindset, and the ability to thrive in a high-energy environment. This is an exciting opportunity to make a meaningful impact in a rapidly growing organization. If you are a motivated self-starter passionate about connecting talent with opportunity, we encourage you to apply!

#### **Key Responsibilities:**

- **Talent Acquisition:** Develop and implement effective recruitment strategies to identify and attract qualified candidates for various roles.
- **Candidate Sourcing:** Utilize job boards, social media platforms, networking events, and other creative methods to source top talent.
- **Screening & Interviews:** Conduct initial screenings, coordinate interviews, and assess candidates to ensure they align with job requirements and company culture.
- **Client Collaboration:** Partner with hiring managers to understand staffing needs, create job descriptions, and align on hiring goals.
- **Pipeline Management:** Maintain a strong pipeline of qualified candidates for current and future openings.

- Process Improvement: Continuously evaluate recruitment processes to improve efficiency and enhance the candidate experience.
- Compliance: Ensure all recruitment activities comply with applicable laws, regulations, and company policies.

**Qualifications:**

- Proven experience in recruitment, talent acquisition, or a related field.
- Strong organizational and time-management skills to handle multiple priorities in a fast-paced setting.
- Exceptional interpersonal and communication skills for building strong relationships with candidates and hiring teams.
- Proficiency in applicant tracking systems and other recruitment tools.
- Ability to adapt quickly to changing priorities and thrive under pressure.

**Job Requirements:**

- Previous experience as a recruiter is preferred, but not required.
- Outside of recruiting experience, will only consider those with strong job longevity in customer service based roles.
- Will be required to pass clerical testing, background check, and drug screen.

**Apply**

Visit us online [here](#) ,call: 620-221-7100, or come by 1214 Main St, Winfield KS 67156

About Us: The Arnold Group (TAG) is a staffing and recruiting firm dedicated to assisting job seekers with employment opportunities. We have been helping people find employment since 1979 and we can help you too. With TAG, you'll have the opportunity to unlock your potential, both professionally and personally. The Arnold Group is an Equal Opportunity Employer (EOE)