



Jr. Recruiter

Corporate: Research Triangle Park/Morrisville, North Carolina, USA
500 Perimeter Park Drive Suite D, Morrisville, NC 27560

Job Title: Jr. Recruiter

Department: Human Resources

Status: Full-time

About Us:

Issuer Direct (NYSE: ISDR) is a global industry-leading communications and compliance platform company focusing on the needs of corporate issuers. Issuer Direct has offices in the UK, Canada and multiple locations across the US, but is headquartered in Research Triangle Park, NC. Issuer Direct serves more than 4,000 public and private companies in more than 18 countries.

As one of the fastest growing companies in our space, we are excited to be recruiting for skilled professionals looking to be a part of our dynamic team!

We're looking for a new member to support our recruiting process from beginning to end. Assists the HR Manager with interviewing, selection, and onboarding new employees to ensure compliance with company processed and employment laws by performing the following duties.

A Day in the Life:

- Posts job ads on professional sites, job sites and social media.
- Participates in candidate sourcing efforts.
- Assists the HR manager in screening resumes.
- Conducts initial phone screens.
- Schedules calls and interviews.
- Manages calendar for all hiring teams and candidates.
- Communicates with candidates promptly and assist them when they come in for interviews.
- Uses recruiting software to keep track of open roles.
- Sends out all bulk email (e.g. confirming receipt of applications, rejection emails) and handles paperwork (e.g. offer letters).
- Participates in recruiting events and represents the company professionally.
- Promotes positive candidate experience throughout the hiring process.
- Handles onboarding paperwork and assists new employees acclimatize to their new work environment.

About You:

Knowledge, Skills & Abilities

- Familiarity with entire recruiting cycle
- Prefer working in a collaborative, team-based environment
- Excellent oral and written communication skills



- Excel in problem-solving
- Self-driven
- Confidential
- Excellent time management and organizational skills
- Ability to prioritize and leverage resources successfully
- Proficiency in PC/Internet technologies and Microsoft Office Suite

Education & Experience

- BA/BS degree in HR, communications, business or equivalent work experience
- 1+ years' experience in recruiting

Perks & Benefits:

- 100% company paid medical coverage, with optional dental & vision benefits
- 100% company paid Short-Term Disability, Long-Term Disability, and Life Insurance
- 100% company paid Telemedicine
- Employee Assistance Program & Health Advocate available for all employees
- Flexible Spending Account (FSA) & Health Savings Account (HSA)
- Company discounts on social & entertainment
- 401(k) with match
- Generous and flexible PTO policy & Holiday Pay

Issuer Direct is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability and protected veterans status or any other characteristic protected by law.

Visit us at <https://www.issuerdirect.com/company/careers>