



UPN is currently looking to add an experienced **Recruiting Coordinator**. This position is responsible for the entire UPN recruitment process, working closely with hiring managers to define, refine, grow, and build hiring strategies that provide a qualified bench and candidate pool. Ability to provide direct sourcing and solid research ability is a must. Experience in proactively sourcing, “building a bench” is a priority. The Recruiting Coordinator will schedule candidate interviews, partner with outside entities (IE: colleges and trade organizations) and assist with onboarding sessions. The candidate also creates new candidate sourcing strategies using knowledge of similar fields and strategies in other marketplaces. This position has the potential to grow and advance within UPN as the company grows.

Specific responsibilities include:

- Build a Bench – Proactively identify future candidates for UPN positions and build a relationship in concert with UPN Managers
- Develops candidate interest for current available posted positions
- Participates in tracking of budgeted positions
- Schedules candidate interviews, pre-screens resumes.
- Proactively searches the internet using search engines, user groups or Blogs and other creative techniques to find qualified candidates
- Identify key recruiting KPIs
- Sources, screens, and submits candidates to UPN Hiring Managers
- Identifies user groups and professional associations which could lead to qualified candidates
- Performs other administrative tasks as needed

Requirement for the position include:

- Bachelor’s degree in Human Resources or related field, or combination of education and experience
- Minimum 1-2 years related recruiting experience, preferably in telecommunications
- Strong preference for a recruiter experienced with creative sourcing tactics
- Proficiency in Applicant Tracking Systems (ATS)
- Familiar with Recruitment Marketing
- Proficiency in Microsoft Excel
- Must have attention to detail, strong time management, extremely organized and able to effectively and efficiently project manage their workload
- Engaged and excited about building their career at UPN

Salary is commensurate upon education and experience. Qualified candidates interested in this opportunity should submit their cover letter and resume.

UPN is an Equal Employment Opportunity Employer

[CLICK HERE TO APPLY](#)