



<https://www.coro.net/careers/7970-2/>

## HR Specialist

### Description

We are looking for a talented, passionate, and motivated individual to join our company as an HR Specialist

### Responsibilities

As an HR Specialist, you will create a pipeline for our various positions and finding top talent candidates by Sourcing, Head Hunting, publishing through social media and working with placement companies. You will also coordinate employee experience and training activities according to the company policies.

- Screening resumes and managing the candidate experience
- Initial phone interviews with candidates
- Staying current on personnel policy, federal and state laws regarding employment practices
- Completing timely reports on employment activity
- Conducting exit interviews on terminating employees
- Coordinating training and development plans.
- Update employee records with new hire information and/or changes in employment status, tracking employee PTO and submitting expense reports
- Conducting Happy Hours & Company events activities accordingly to the Company's yearly plan
- Complying with the company's security policy and Covid-9 restrictions
- Working closely with hiring managers, finance department and remote employees between the states
- Reporting to Global HR Director in HQ

### Qualifications

- BSc/MSc in Human Resources or relevant field
- At least 2 years of experience in recruitment – Must
- Experience hiring in a fast-paced, high-growth companies
- Well organized to the small details and multi-tasking
- Quick learner, Independent and self-organized

### Job Benefits

- Great Compensation Package!
- Great Culture – We are proud to be one big family From celebrating birthdays, happy hours, holiday parties, friendly competitions, and more!
- Best Professionals – you will work with the best of the best in the cyber industry
- Work/Life Balance – We pride ourselves on having a great work/life balance and the ability to work partial from home

### Hiring organization

Coro

### Employment Type

Full-time

### Job Location

Chicago, Illinois

### Date posted

January 11, 2022