

## **EXTERNAL JOB POSTING**

**TITLE:** Onboarding Specialist

**DESCRIPTION:** Responsible for the posting, resume review, and flow of all vacant positions.

### **DUTIES:**

1. Collaborate and assist all Directors with writing and editing job descriptions in accord with Agency policy and procedures.
2. Post internal and external job descriptions in accord with Agency policy and procedures.
3. Review all incoming resumes to ensure applicants meet qualifications identified in the posted job description.
4. Explore new opportunities for posting job descriptions to increase the Agency's reach to target applicants in the WNY area.
5. Research any laws and regulations pertaining to hiring and employment.
6. Assist with interviewing when requested by hiring supervisor.
7. Ensure all pre-hire information is in place prior to formal offer of employment is approved.
8. Produce and mail follow-up letters for job postings.
9. Assist with new hire orientation as needed.
10. Accurately document new hire information in the Human Resource Information System (HRIS) within two (2) business days of the date of service.
11. Track the completion of new employee orientation documentation.
12. Maintain HR Department spreadsheets (new hire and job description)
13. Participate in maintaining a neat, clean and safe work environment.
14. Perform any other duties as deemed legally and ethically necessary by the Supervisor.

**SUPERVISION:** Works under the direct supervision of the Human Resources Coordinator.

**STANDARDS OF PERFORMANCE:** Must at all times perform in a

professional, conscientious and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.

**QUALIFICATIONS:** Must possess an Associates Degree in a Business related field plus one (1) year of experience in an administrative setting or a High School Diploma or equivalent with five (5) years of administrative experience. Professional and life experience may be considered in lieu of, in full or part of academic credentials. Experience working in the HR field is preferred. Must have experience working with computers including Microsoft Office Excel, Word, and Outlook as well as experience utilizing data bases. Good writing skills are also required.

Western New York Independent Living, Inc. is an equal opportunity employer.

Reasonable accommodations will be made for persons with disabilities.

*Western New York Independent Living, Inc. is a Scent Free organization.*

**CLOSING DATE:** February 13, 2018

**SUBMIT RESUME  
AND COVER LETTER TO:** Tina Brown, Director of CHRO/CCO  
WNY Independent Living, Inc.  
3108 Main Street  
Buffalo, NY 14214  
employment@wnyil.org