



TECHNICAL RECRUITER JOB DESCRIPTION

Job Title: Technical Recruiter

Onsite/Remote/Hybrid: Hybrid

Department: HR

Reports to: CIO

Apply here: <https://forms.clickup.com/45035917/f/1ayccd-11030/JTME5Z51E27B5KKYQ0>

About Kinetik:

Kinetik is a growing Healthcare Technology Startup based out of Long Island City, NY, and we are reshaping the healthcare transportation industry! We equip health insurances, brokers, and transportation providers with our suite of products and solutions to increase efficiency, transparency, and interoperability.

At Kinetik we strive to grow in a collaborative, inclusive, and innovative environment. We encourage each team member to combine efforts and express curiosity about new possibilities to help millions of underserved patients in the NEMT industry get the care they need.

About the role:

We are looking for a technical recruiter to join our team who will play a critical role in identifying, attracting, and hiring top technical talent for our organization and keep up with our company staffing needs.

What you'll do in the Technical Recruiter role:

- Sourcing and attracting technical talent through various methods such as online job boards, professional networks, and referrals.
- Screening and interviewing candidates to assess their technical skills, experience, and fit for the organization.
- Building and maintaining relationships with potential candidates and maintaining a strong candidate pipeline.
- Collaborating with hiring managers to understand their staffing needs and helping them to define job requirements and candidate specifications.
- Collaborating with the People Ops team on the recruitment and onboarding processes
- Negotiating compensation and closing offers with candidates.
- Keeping abreast of industry trends and developments and continuously improving the recruitment process.

- Maintaining accurate and up-to-date records of all recruitment activities, candidate communications, and hiring data.

Qualifications and Skills:

- Bachelor's degree in a relevant field such as Human Resources, Business Administration, or a technical discipline.
- Proven experience as a technical recruiter, ideally in the technology industry.
- In-depth knowledge of technical recruitment best practices and experience using various sourcing methods and tools.
- Extensive knowledge of ATS systems and Job boards
- Strong communication, interpersonal, and negotiation skills.
- Excellent organizational skills and attention to detail
- Ability to work in a fast-paced and dynamic environment
- Ability to handle multiple priorities simultaneously.
- Demonstrated proficiency in the Microsoft Office suite
- Valid work authorization required

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Salary 80K-90K