



# KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

<b>Position Title:</b> Recruiting Coordinator	<b>Department:</b> Human Resources
<b>Opening date:</b> 3/21/2025	<b>Closing date:</b> 4/4/2025
<b># of vacancies:</b> 1 Full-time	<b>Location:</b> Kiowa Tribal Complex, Carnegie

## **POSITION DETAILS:**

<b>Status:</b> Full-time	<b>Reports to:</b> Human Resources Director
<b>Classification:</b> Non-Exempt	<b>Salary Range:</b> \$15.00 per hour - \$23.00 per hour
<b>Division:</b> Tribal Operations	

**JOB SUMMARY:** The Recruiting Coordinator is responsible for administrative duties, scheduling interviews, managing communication, and maintaining applicant tracking systems. Assists with other Human Resources related functions as needed.

## **RESPONSIBILITIES:**

- Completes applicant assessments, schedules interviews, and meetings with hiring officials.
  - Serves as the main point of contact for candidates throughout the hiring process by providing timely updates and responding to inquiries.
  - Maintains accurate candidate data, ensure all records are up to date, and generates reports as needed.
  - Post and updates job descriptions on various job boards and the Kiowa Tribe's online resources.
  - Coordinates background checks, reference checks, and any other pre-employment requirements.
  - Assist with the preparation of onboarding materials, schedule onboarding meetings, and ensure a smooth transition for new hires.
  - Works closely with hiring officials to support high-priority roles and help streamline the recruitment process.
  - Identify and suggest improvements to recruitment processes, ensuring the candidate's experience is efficient and positive.
  - Provides general administrative support, including managing recruiting-related correspondence, preparing job offer letters, and processing invoices for recruiting-related expenses.
  - Attend job fairs and actively recruit from technical schools and other learning institutions.
  - Assists with Benefits Administration.
  - Provides support and guidance to employees on HR-related matters, including policies, procedures, benefits, and payroll related questions.
  - Supports HR initiatives and strives to enhance employee experience and organizational effectiveness.
  - Maintains accurate employee records and HRIS data.
  - Supports employee engagement initiatives and contributes to a positive work environment.
- Other duties as assigned.

## **QUALIFICATIONS:**

- Must possess a High School Diploma or GED equivalent.
- Preferred education: Associate's degree in business administration, Human Resources Management or related field. Experience in Paycom HRIS software. SHRM and/or Tribal Human Resources Professional II & III certification preferred.
- Preferred experience: Two (2) years of work experience in Human Resources or related field.

**HOW TO APPLY:** Complete an employment application which is available online at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities).

\*\*Submit completed applications to [hr@kiowatribe.org](mailto:hr@kiowatribe.org) or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Must possess a minimum of one (1) year of work experience in an office setting.

**REQUIREMENTS:**

- Must possess a valid drivers license and be insurable under the Kiowa Tribe's motor vehicle policy.
- Must submit to and pass pre-employment and random drug testing.
- Must submit to and pass a background investigation.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- All duties will be completed in an office setting.
- Must be able to lift a minimum of ten (10) lbs.
- Must be able to sit and stand for long intervals as needed.
- Occasional in-state and out of state travel may be required.

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