



KIOWA TRIBE JOB OPPORTUNITY

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

Position Title: Recruiting Coordinator	Department: Human Resources
Opening date: 11/05/24	Closing date: 11/19/24
# of vacancies: 1- Full-time	Location: Kiowa Tribal Complex, Carnegie

POSITION DETAILS:

Status: Full-time	Reports to: Human Resources Director
Classification: Non-Exempt	Salary Range: \$15.00 per hour - \$23.00 per hour
Division: 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 the 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 & II certification preferred.
- Preferred experience: Two (2) years of work experience in Human Resources or related field.
- Must possess a minimum of one (1) year of work experience in an office setting.
- **REQUIREMENTS:** Must possess a valid driver's license and be insurable under the Kiowa Tribe's motor vehicle insurance.
- Must be willing to submit to and pass a background investigation which displays a good moral character. Must be willing to submit to and pass drug testing.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.