

BodyLife Dynamics

Recruiter Work Scope

Division/Department: Human Resources

Location: Virtual/global (Home office based in Phoenix, Arizona)

Job Title: Recruiter

Reports To: Monique Rider

Title: President

Level/Grade: 003

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours: Flexible

- Barter
- Volunteer
- Nonexempt
- Exempt

Work Scope Overview:

To recruit, interview and hire employees and contractors for BodyLife Dynamics.

Expectations:

- Create and revise company Work Scopes
- Recruit candidates through various methods and resources
- 24-hour response time to phone messages and emails
- Interview potential employees and contractors
- Follow up with interviewees
- Update records
- To be available for orientations, meetings, trainings or updates
- To learn company philosophy, methodology and products
- To act as spokesperson for BodyLife Dynamics
- Must produce copies of the following documentation prior to signing on: capability statement and/or resume, validation of credentials, business license, proof of business insurance/liability insurance, work samples and other independent contractor documentation as requested

Experience Requirements:

- Previous recruiting and interviewing experience
- Experience working with people
- Education appropriate for the level of this position
- Experience utilizing online resources for posting & recruiting purposes

Other Skills/Abilities:

- Honesty, integrity, reliability, and loyalty
- Outgoing, friendly, personable
- Organizational and time management skills

- Motivated and self-directed
- Excellent people skills
- Excellent communication
- Knowledge of online recruiting resources
- Helpful to have sales and marketing contacts
- Detail oriented

Interested parties should send letter of interest, capability statement / resume, and three references to Monique Rider at: Monique@bodylifedynamics.com

Approved by:

Title:

Applicant Name: (please sign to acknowledge receipt of this document)

Date:

Date posted: 5/10/08

Date contracted: