

## **RECRUITMENT SPECIALIST**

Wolfe Eye Clinic has an immediate opening in our Human Resource Department for a Recruitment Specialist. This position will be based out of our Marshalltown office. Candidates will work closely with supervisors and the Human Resource Director to coordinate recruitment, selection and placement for non-exempt positions in all of our locations. Job duties include placing advertisements, screening applicants, interviewing, checking references, conducting new employee orientations along with keeping the HRIS system and website up to date.

Qualified applicants must work well independently, organize work to meet deadlines, and work cooperatively with a variety of people. Previous recruiting experience is preferred. Daytime travel is required.

If interested in being part of a quality driven organization while receiving an excellent salary and benefits package (401(k), paid time off, health and dental insurance, etc.), please apply online at [www.wolfeeyeclinic.com](http://www.wolfeeyeclinic.com):



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