

Recruiting and Human Resources Administrator

We have an outstanding opportunity to work closely with Management in leading our HR Department and achieving the personnel needs of our fast paced and growing environment. American Freedom Insurance Company, an A+ (Superior) and stable A.M. Best financially rated company is seeking a responsible and hard working individual to manage our HR & Facilities requirements. We are a small, profitable and growing nonstandard automobile insurance company doing business in Illinois, Indiana, Pennsylvania, and Tennessee. The position is located in Mount Prospect, IL a Northwest suburb of Chicago.

Responsibilities:

- Recruitment of staff, managing selection process, conducting interviews, reference checking, and negotiating offers
- Process Payroll & Administer Benefits
- Facility management
- Providing advice and support on all matters relating to recruitment
- Ability to become knowledgeable about our business and flexible to support the American Freedom culture
- Develop recruitment and placement policies, systems, and procedures, including strategies and selection techniques
- Establish and maintain relationships with managers to stay abreast of current and future hiring and business needs
- Gather and analyze competitive industry information regarding salary, benefits, and employment practices
- Implement strategies to identify, attract, and hire high quality employees
- HR tasks including the maintenance of absence records and dealing with disciplinary actions, performance reviews, probationary periods etc.
- Other projects as assigned

Qualifications:

- Bachelor's Degree in HR, Business, or related field
- Bi-Lingual Spanish is a plus
- Understanding of best practice recruitment practices and relevant human resources processes
- 2+ years recruitment/HR experience gained within a corporate environment
- Developed communication skills with ability to relate effectively with people
- Well organized with the ability to plan work and meet deadlines
- Ability to maintain confidentiality
- Experience utilizing internet, social media and internal databases for developing candidate pipelines.
- Strong MS Word, Excel and Outlook experience
- Detail and Customer Service oriented
- Exceptional written and verbal communication skills.
- Familiar with laws related to the HR role
- Understand and advance recommendations consistent with the Company's culture

The Position:

- Competitive salary
- Regular Full Time (40hrs per week) 8am-5pm Monday-Friday
- Attractive Health Insurance Plan -- BlueCross BlueShield PPO or HMO
- 401K - with company contribution of up to 4% of salary
- Individual Vision and Dental Plans
- Holiday & Vacation Benefits
- Business Casual work environment
- Many Company Paid Lunches, Outings, and more

Please forward your salary requirements along with your resume.

For more information about American Freedom please visit our webpage - www.americanfreedomins.com