

**ABOUT ADVISORNET FINANCIAL**

AdvisorNet Financial has been an innovative leader in the financial services industry for over 60 years. We provide the services and support independent financial advisors rely on to operate their firms efficiently and competitively. Over the years we've developed a vast network which allows us to provide our 300+ independent advisors access to the support services and industry partners that advisors in large institutions enjoy without having to be part of a large institution. For more information, please visit us at [www.advisornet.com](http://www.advisornet.com).

You will be a great fit if you enjoy working with people and data in a very dynamic, fast-paced environment. Our group requires people to be friendly, outgoing, and to thrive in an environment working on and in the business at the same time.

**RESPONSIBILITIES****Overview:**

This individual will help identify talented candidates and monitor all recruitment efforts from sourcing to onboarding for internal hiring needs and to support our value proposition by way of our advisors and their hiring needs. They will also be a right-hand person to and report to the Assistant Vice President of Human Resources. This will include assisting in employee engagement, administering pay, benefits, and leave, and enforcing company policies and best practices.

**Key Areas of Responsibilities:**

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions for AdvisorNet and our affiliating advisors; collaborates with department managers to write job descriptions, research and provide salary guidelines, understand the skills and competencies required for openings.
- Full lifecycle recruiting; including proactive sourcing in order to build pipeline for future talent needs.
- Develop a network of referred candidates and past applicants for future hires
- Measure recruitment metrics for monitoring performance (e.g., time-to-hire, source-of-hire etc.)
- Oversee the candidate experience (e.g., application process, communications, and interviews)
- Forecast future hiring needs based on business growth strategies
- Prepare, review, and monitor our annual budget for recruitment
- Actively partner with both internal hiring managers and advisors for hiring needs
- Create, analyze, and provide ad hoc reports or updates that are useful to the organization relating to Company headcount, staffing, and employment projections
- Managed the onboarding process including offer letter generation, background checks, employee eligibility verifications and new hire orientation.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

**QUALIFICATIONS**

- Bachelor's degree in Human Resources, Business administration or relevant field preferred.
- 7+ years of experience in HR, specifically talent acquisition preferred.
- Experience and working knowledge in the following areas: Recruitment & selection, performance management, employment labor law; training & development, safety & security, organizational development; management practices, disciplinary action and terminations; employee & labor relations, compensation & benefits, and policy writing.
- Well-developed verbal communication, administrative writing skills and high degree of integrity.
- Ability to prioritize tasks and delegate them when appropriate
- Strong interpersonal skills (characterized by availability, respect for others, and the ability to work across functional, departmental, and organizational lines).
- Able to understand broad business issues enabling contributions to management decision making.

- Excellent Interpersonal, negotiation and conflict resolutions skills.
- Ability to work with integrity, professionalism and confidentiality.
- Must have strong problem-solving skills and sound judgment in decision making.
- Ability to work well under pressure and effectively handle peak volumes of work.

*Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be required.*

Interested in applying? You can apply online at [advisornet.com/careers](https://advisornet.com/careers) or by sending your resume to [hr@advisornet.com](mailto:hr@advisornet.com).