

## **CORPORATE RECRUITER**

### **ABOUT THE COMPANY**

Peabody Properties, Inc. is recognized as a leader in the Real Estate industry, offering attractive compensation, benefits and challenging career opportunities. Our success can be directly attributed to the professional, dedicated and experienced staff that comprises our management team. For more information about PPI, visit our website at [www.peabodyproperties.com](http://www.peabodyproperties.com)

### **JOB DESCRIPTION**

Peabody Properties, Inc. is seeking an experienced and dynamic Corporate Recruiter, located in Braintree, MA, to join its team. The Corporate Recruiter will expedite filling open positions by identifying, evaluating and referring highly qualified candidates to hiring managers. The successful candidate is also responsible for developing strong recruiting networks within Peabody Properties' portfolio locations and expanding the company's visibility in the jobs marketplace. The Recruiter is responsible for the development and oversight of the company's internship program both in the corporate office and the field.

Other responsibilities include, but are not limited to; scheduling, coordinating and conducting of PPI's new hire on-boarding program, tracking all metrics related to hiring and termination of employees and the preparation and analyzing of data to advise leadership on relevant statistics and trends, conducting and attending job fairs in strategic business locations to attract qualified applicants for current and future positions and actively participating in all staffing related activities.

The ideal candidate will have previous sales and marketing experience preferably in property management or real estate, and is proficient and adheres to all federal, state and local laws related to employee recruitment and hiring practices.

### **QUALIFICATIONS**

Candidates must have:

- \* Bachelor's degree or equivalent in human resources, business or related field.
- \* Minimum of 3 years' experience in recruiting, staffing or human resources.
- \* Excellent written and verbal communication skills.
- \* Experience in sales and marketing.
- \* Proven networking skills.
- \* Strong time management, follow-through and organizational skills.
- \* Ability to utilize social media, online resources and other effective sourcing resources to identify and recruit highly qualified candidates.
- \* Proficient computer skills, especially Microsoft Office (Word, Excel, Outlook, PowerPoint) and in depth knowledge of data analysis and internet research.

- \* Available to work occasional evenings and weekends.
- \* Some travel required.
- \* Experience in property management or real estate preferred.
- \* Ability to maintain a high level of confidentiality and integrity.

**BENEFITS**

We view our staff as our most valuable asset. Therefore, we offer our employees a competitive salary and benefits package.

\*Peabody Properties, Inc. is an Equal Opportunity Employer. Peabody Properties, Inc. is committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, sexual orientation, disability, or national origin. Applicants encouraged to confidential self-identity when applying. Smoke-free workplace. Drug-free work environment.

**TO APPLY**

Submit your resume via EMAIL to: [mfrederick@peabodyproperties.com](mailto:mfrederick@peabodyproperties.com), FAX: 781.794.1001, OR by MAIL to Corporate Recruiter, Peabody Properties Inc., 536 Granite Street, Braintree, MA 02184