



## **TEMPORARY RECRUITER**

Department: Human Resources  
Unit: 5030

Supervisor's Title: Assistant Director,  
People Experience

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**The Temporary Recruiter will provide full-cycle recruitment support to maintain hiring momentum during a staff leave of absence. This role is responsible for managing active requisitions from intake through hire, ensuring timely candidate communication, compliance with hiring processes, and positive candidate experience. The Temporary Recruiter will work closely with hiring managers, HR colleagues, and key stakeholders to fill critical positions efficiently and effectively. This position will also support the Talent Acquisition team during its transition to Oracle Fusion, including the implementation of a new applicant tracking system (ATS) and updated recruitment processes.**

### **ESSENTIAL JOB TASKS:**

#### **Full-Cycle Recruitment**

- Manage assigned requisitions from intake to offer, including job postings, sourcing, screening, and interview coordination.
- Partner with hiring managers to confirm position requirements and desired qualifications.
- Screen applicants for qualifications and refer candidates to hiring managers through the ATS.
- Coordinate interviews, gather feedback, and support selection decisions.
- Extend job offers, confirm compensation details with HR staff, and initiate background checks.
- Coordinate start dates with candidates and managers.
- Quickly build rapport with hiring managers and HR colleagues to facilitate efficient requisition progress and decision-making.

#### **Candidate and Hiring Manager Communication**

- Provide timely, professional communication to candidates and hiring managers throughout the hiring process.
- Maintain accurate recruitment records in the ATS.
- Ensure compliance with recruitment policies and procedures.

**Compliance & Process Adherence**

- Follow established Massport recruitment processes and ensure adherence to all relevant employment laws and regulations.
- Coordinate with vendors for background checks, drug testing, and other pre-employment requirements.

**System & Process Transition Support**

- Assist in the transition to Oracle Fusion, including adoption of the new ATS.
- Learn and apply updated recruitment processes within the new system.
- Provide feedback on system functionality, process efficiency, and candidate/hiring manager experience during the transition period.
- Ensure accurate data entry and tracking during the system changeover to maintain continuity in recruitment operations.

**JOB REQUIREMENTS AND QUALIFICATIONS****Education**

- Bachelor's degree in business, human resources, or a related field preferred.

**Experience**

- Minimum of 2 years' experience in full-cycle recruitment, preferably in a Human Resources environment.
- Experience managing multiple requisitions and meeting hiring timelines.
- Strong relationship-building and organizational skills.

**UNIQUE EXPERTISE/CERTIFICATION/REGISTRATIONS**

- Proficiency with applicant tracking systems (NeoGov and/or Oracle Fusion experience preferred) and Microsoft Office Suite.
- Strong verbal and written communication skills.
- Ability to work in a fast-paced environment and meet deadlines.
- High level of discretion and confidentiality.

**WORK SCHEDULE**

- Assignment is expected to run from October 6, 2025 through March 6, 2026.
- Ability to work a minimum of 37.5-hour workweek and to meet the demands of a fluctuating workload.
- This position is based at Massport's Logan Office Center. In-office presence is essential.