



Temporary Recruiting & HR Coordinator

Who we are:

Since 2016, 3AM Innovations has been providing leading edge 3D technology solutions to empower fire departments, police and other critical first responders with the information they need to save lives in the field. Leveraging the interoperability of IoT, 3AM continues to integrate its core FLORIAN platform with global partners to expand its capabilities. With decades of incident command experience and the power of artificial intelligence, 3AM is converting the organized chaos of an emergency into actionable intelligence.

What we offer:

We are proud to offer competitive benefits, salary, and a fast-paced, collaborative environment focused on helping you grow personally and professionally. We work hard to make sure our team culture is focused on transparency, accountability, performance, continuous learning, and fun!

Overview of the role:

We are seeking a Recruiting & HR Coordinator to join our team as we work through the need to make several hires in the near-term. This is likely a short-term position of about 2-4 months depending on progress and results. The CFO will supervise this temporary role and evaluate whether there is an opportunity to move into a permanent position within the HR admin function on the team.

Responsibilities:

- Develops pools of candidates for open positions from a variety of sources
- Reviews candidates and qualified candidates to approve or reject their application
- Serve as the first-line contact for candidate questions
- Schedules and performs phone screening calls, complete appropriate evaluation documentation for our recruiting
- Coordinates schedules with the 3am team members and hiring manager to set up interviews
- Assists in preparing offer paperwork for hiring managers and the onboarding process within Paychex
- Assists in completing background checks and other verification processes
- May assist the CFO with coordinating new hire communication and with the onboarding process
- Maintains clear records in the recruiting database
- Ensure adherence to all hiring policies and applicable employment laws

Who you are:

- The ideal candidate will be extremely organized, and able to balance multiple positions at once with multiple different hiring managers



- Have excellent interpersonal, and written and oral communications skills
- Detail-oriented with a commitment to the highest professional and compliance standards
- Have a keen eye for a strong potential candidate based on criteria set forth and discussed with the hiring manager
- Looking for the opportunity to take on a more permanent role with the company in the HR field
- Willing to work under tight deadlines and maintain exceptional judgment and discretion regarding sensitive matters
- High energy

Education & Experience:

- 1-2 years of recruiting experience
- Experience working with Microsoft Office Suite required
- Associates or bachelor's degree (preferred)
- Experience working with Paychex Flex system (preferred)

Other:

- **Pay range:** depending on experience: \$19-22/hr
- **Location:** This position is located in Buffalo and is hybrid remote (a couple days in the office per week)
- **Travel:** None
- **Exemption status: Employed through AP Professionals**
- **Physical requirements:** the following physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:
 - Regularly required to sit, stand, walk, use hands, reach with hands and arms, talk, and hear
 - Specific vision abilities include close vision, particularly of computer screens
- **Other duties:** the duties and responsibilities described are not a comprehensive list and that additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands.
- **Additional information:** The Company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.