



**Job Title:** Recruiter  
**Department:** Human Resources  
**Location:** Pittsburgh, PA

**Summary of the Position:**

The Recruiter will serve as a subject matter expert, collaborating on the development and execution of a comprehensive recruitment strategy that thoughtfully engages our management team on talent strategy and effectively attracts talented external candidates to contribute to TriState's continued success. The Recruiter will partner with Hiring Managers to develop, communicate and execute on a recruiting plan unique to each position. As a member of the Human Resources Team, the Recruiter will assist with the development and implementation of appropriate measures to assure the retention and engagement of talented professionals.

**Primary Functions of the Position:**

- Develops recruitment strategies to achieve required staffing levels
- Partners with Human Resources colleagues and Hiring Managers to understand business priorities
- Provides strategic guidance and support to deliver on talent needs. Conducts consultative intake calls, provide weekly status reports, and drive solution-oriented results
- Partners with hiring managers to build and scale an equitable and inclusive interviewing process
- Maintains solid industry awareness and market intelligence of hiring trends
- Implements and executes recruiting programs to attract top talent
- Serves as an expert-user on our internal recruiting tools
- Facilitates the interview process from start to finish
- Conducts reference and background checks
- Identifies opportunities to improve recruiting processes and use of sourcing tools

**Education and Experience Requirements:**

- Bachelor's Degree in Human Resources or related field
- Minimum 5 years of high-volume recruitment experience
- Experience with progressive diversity and inclusion concepts and programs

**Exceptional candidates will have:**

- Strong understanding of recruitment best practices and processes, as well as basic Marketing principles
- 3+ years' finance recruitment experience

**Essential Skills and Abilities:**

- Excellent interpersonal and communication skills, both written and verbal
- Demonstrated ability to communicate effectively with Management, staff, and support vendors
- Strong sense of process and operations, balanced with flexibility and understanding
- Proficient expertise with MS Office including MS Word, Excel, and PowerPoint
- Organizational skills that will be imperative to supporting HR needs
- Ability to work in a fast-paced, high-intensity work environment

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