



RECRUITING COORDINATOR

JOB DESCRIPTION

HUMAN RESOURCES TEAM OVERVIEW

To passionately serve by providing employee services as well as HR strategic insight that supports each company's mission and the organization's core values.

JOB SUMMARY

Develop and enhance recruiting, onboarding, and training initiatives geared towards placing the right person in the right role.

ESSENTIAL JOB FUNCTIONS

- Identify potential candidates through traditional and non-traditional recruitment strategies
- Partner with hiring manager to determine best initiatives for open position(s)
- Research new and effective assessments to evaluate potential candidates
- Maintain current candidate activity in the applicant tracking system
- Conduct reference and background checks
- Collect and process all new employee paperwork
- Schedule and conduct new employee onboarding meetings and organize new employee orientation
- Keep accurate records on training activities and communicate them appropriately
- Evaluate existing company training opportunities to ensure effectiveness and to update training
- Research new company training opportunities, seminars, and conferences
- Understand other HR team member roles and assist when needed
- Actively promote and serve as an ambassador for organizational initiatives

SKILLS AND QUALIFICATIONS

- Minimum 3 years' experience in recruiting, sales or HR
- Bachelor's degree
- Excellent communication skills – verbal and written
- Strong sales skills - approachable and professional demeanor
- Ability and flexibility to travel for recruiting purposes
- Exceptional at time management - proven ability to organize and balance multiple projects
- Analytical thinking skills - in problem solving and business support
- Working knowledge and willingness to work with technology
- Ability to maintain the highly confidential nature of human resource work
- Experience with MS Office products - particularly Excel

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Works in temperature-controlled environment
- Vision for near, mid-range and far, as well as hearing for low, medium, and high pitch
- Superior communication skills with co-workers, customers, trade partners, and vendors
- Requires physical ability for standing, sitting, crouching, kneeling, frequent walking, reaching above head and below waist
- Must have a current and valid driver's license and must be able to be insured by company fleet insurance
- Must be able to perform all job expectations safely with or without reasonable accommodations
- Ability to lift 15 to 30 pounds

WORK SCHEDULE

- 40 to 45 hours per week (typically 8am to 5pm, Monday through Friday)
- After hours and weekends may be necessary on occasion for trips, events, or to meet deadlines
- Travel to other company regions or event locations is required on a regular basis
- Lunch meetings and events outside of normal working hours are required

BENEFITS

Comprehensive Employee Benefit Package
Employer-Paid Life, AD&D, LTD Insurance
Enrolled into ESOP (Retirement Benefits)
Paid Time Off Policy

Company-Issued Cell Phone
Company Training Opportunities
Company-Sponsored Vision Trips

MANAGER

Michelle Cooke, Human Resources Manager