

HR Specialist/Recruiter Position Description

Department: Human Resources	FLSA Status: Non-Exempt
Reports to: HR Manager	Date: 01/18/18

Primary Function:

Assist with operations of the Human Resources Department with an emphasis on recruiting, training and career development.

Essential Duties and Responsibilities:

- Facilitate the recruitment and on-boarding process from beginning to end.
- Participate in recruiting events at schools, fairs and conferences.
- Network with local organizations and schools to source candidates for current or future opening.
- Conduct onboarding training for new hires; to include new hire orientation, ethics, safety and other training needs.
- Identify training needs of employees and help develop training plans to assist with Career Development.
- Provide assistance to the Human Resource or other departments as needed.

Promote and actively embrace the concept of a collaborative environment, with an emphasis on customer service, respect and candor. Safety is a cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

Associates degree or higher from a qualified institution; or two to four years related experience and/or training. PHR or SHRM-CP preferred.

- Experience with recruiting required. Occasional travel will be required.
- Must have knowledge of principles and practices of human resources administration; applicable federal, state, and local laws, regulations, ordinances, and policies.
- Proficient in Microsoft Office, including Excel and Word. Familiar with HR or other accounting software, with ability to learn new software.
- Detail oriented, organized, and with good communication skills. Must be able to effectively communicate at all levels within the organization with various personality types.
- Ability to understand and carry out written or oral instructions.
- Display a high degree of judgment, discretion and ability to handle confidential information in a discreet manner.

Other Qualifications

The physical demands and work environment described here are representative of the conditions 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.

Physical Demands

While performing the duties of this Job, the employee is required to talk and hear. The employee is regularly required to sit and is occasionally required to stand, walk and travel to other locations. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Ability to effectively perform clerical functions on a computer for extended periods is a must.

Work Environment

The noise level in the work environment is usually quiet – typical of what is generally found in an office setting. The employee will occasionally find it necessary to hold discussion in a shop setting. The environment is typical of that type of setting – it may be loud, cluttered, and there may be limited exposure to sparks, flame and moving equipment.