

HR RECRUITER

If you qualify for this position, please e-mail your resume or internal application to careers@fibrebond.com.

JOB SUMMARY

Achieves staffing objectives by recruiting and evaluating job candidates; advising managers; managing relocations and intern program. Performs duties of HR Generalist as assigned by HR Director.

ESSENTIAL FUNCTIONS

- Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
- Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.
- Determines applicant requirements by studying job description and job qualifications.
- Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Arranges interviews with management by coordinating schedules; arranges travel, lodging, and meals; arranging plant and site tours.
- Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.
- Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks.
- Manages intern program by conducting orientations; scheduling rotations and assignments; monitoring intern job contributions; coaching interns; advising managers on training and coaching.
- Avoids legal challenges by understanding current legislation; enforcing regulations with managers; recommending new procedures; conducting training.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Maintains applicant tracking system for Affirmative Action Plan.
- Conducts new hire orientation for temp to full time and direct hires using computer system.
- Accomplishes human resources and organization mission by completing related results as needed.

QUALIFICATIONS & EXPERIENCE

1. College degree required, HR related field preferred.
2. Two plus years of manufacturing recruiting experience required.
3. Two plus years of HR generalist experience preferred.
4. Affirmation Action Plan and EEO experience preferred.
5. Experience with automated HRIS and/or Kronos preferred.
6. Strong computer skills including proficiency with Microsoft Word, Excel, and Outlook; advanced Excel experience preferred.
7. Must possess good organization skills, analytical ability, attention to detail, self-starter skills required, and able to meet deadlines.
8. Must be a team player and able to handle multiple priorities.

9. Excellent communication skills and great customer service skills required.
10. Involves frequent contact with people inside and outside the company requiring reasonable tact, discretion, self-expression, and a working knowledge of the benefits, policies and procedures.
11. Ability to work effectively with all employees.
12. Pleasant and cooperative attitude and self-starter.
13. Ability to concentrate and function in high traffic area.
14. Ability to maintain highly confidential nature of human resources work and personnel issues.
15. Position requires sitting for long periods of time, stooping, bending and reaching when retrieving or returning files.

Ideal candidate will have experience in recruitment of manufacturing type positions, including skilled laborers such as welders, electricians, as well as, experience in HR Generalist tasks.