



Recruiting Specialist

Department: Human Resources **Reports To:** HR Manager
FLSA Status: Non-exempt **Positions Supervised:** None
Job Status: Full-Time **Amount of Travel Required:** ~5%
Work Schedule: Monday-Friday, generally between 8am-5pm

POSITION SUMMARY

The Recruiting Specialist will partner with our HR Manager and Label business unit to source, attract and recruit top talent to effectively meet the business needs.

We are looking for an experienced Recruiting or high-level administrative individual with strong communication skills and strong organizational skills, to support our Manufacturing business by filling high-volume hourly production positions.

ESSENTIAL FUNCTIONS

Be a contributing member of the Corporate HR Team and Label HR Team

- Support corporate HR initiatives and implement them within your assigned business unit.
- Contribute to process improvement for the HR Team.

Recruitment and Staffing

- Determine the appropriate recruitment and advertising strategies to attract qualified candidates. Post positions on various job boards.
- Screen high volume resumes to determine quality candidates for Heartland.
- Reach out to candidates via phone and email, scheduling them for phone interviews.
- Conduct phone and onsite interviews and make recommendations to managers on most qualified candidates.
- Correspond with candidates at various stages of our process.
- Ensure the maintenance of accurate and concise records and reports for each step of the recruitment process, manually, and eventually within the ATS and HRIS tools.
- Participate on the Social Media Committee to create, design and implement weekly social media posts.
- Administer pre-employment testing, reference checks, employment verifications, background investigations and drug tests.
- Source candidates via appropriate means such as job fairs, social media, and resume databases.
- Develop an ongoing pipeline of candidates.
- Ensure compliance with Affirmative Action and EEO regulations.
- Develop and maintain Affirmative Action/diversity connections.
- Conduct stay interviews with new team members.

Employee Benefits

- Understand and communicate the entire benefits package to candidates.

Goal Metrics

- Develop and track metrics on a weekly and monthly basis, providing analytical and well documented result reports to the team.
- Scorecard Metrics for this position include Time to Fill, Time to Start and Turnover.
- Evaluate source effectiveness by analyzing candidate profiles after hire.

Administrative

- Develop SOP's for all Sourcing processes.
- Create ad hoc reports and queries, as needed.

Professional Development

- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications and participating in professional societies.

Projects

- Assist in both Corporate HR and business unit projects that come up over time.

POSITION QUALIFICATIONS

- **Active Listening:** Ability to actively attend to, convey, and understand the comments and questions of others.
- **Change Management:** Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- **Communication, Oral & Written:** The extent to which an individual communicates with clarity, actively engages in conversations in order to clearly understand others' messages and intent, and receives and processes feedback.
- **Customer Orientated:** The extent to which to which an individual desires to service both external and internal clients by focusing effort on meeting the client's needs, understanding their concerns, and seeking to build trust.
- **Decision Making:** Ability to make critical decisions while following company procedures.
- **Detail Orientated:** The ability of the individual to pay attention to all aspects of a situation or task, no matter how small or seemingly unimportant.
- **Diversity Oriented:** Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- **Negotiation Skills:** Ability to reach outcomes that gain the support and acceptance of all parties.
- **Relationship Building:** The ability to establish and maintain a good rapport and cooperative relationship with customers and co-workers.

- Self-Motivated: The ability to reach a goal or perform a task with little supervision or direction.
- Working Under Pressure: Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Required Education:

- Minimum of an Associate’s Degree (four year college) in Human Resources, Business, Communications, Marketing, Public Relations or Administrative Professional certification.

Required Experience:

- 3-5 years of experience, as a high-volume Recruiter or Executive Administrative Assistant or other Service/Support position.
- Prior experience with Social Media campaigns, with the ability to be creative while crafting engaging advertising/posts on social media sites, jobsites, etc.

Required Computer Skills:

- Must be proficient in the use of a PC, Microsoft Office (Word, Excel, PowerPoint, and Outlook).

PHYSICAL DEMANDS

<i>Physical Demands</i>	
Stand	O
Walk	O
Sit	C
Handling/Fingering	C
Reach Outward	F
Reach Above Shoulder	O
Climb	N
Crawl	N
Squat or Kneel	O
Bend	O

<i>Lift/Carry</i>	
10 lbs or less	O
11-20 lbs	O
21-50 lbs	O
51-100 lbs	N
Over 100 lbs	N
<i>Push/Pull</i>	
12 lbs or less	O
13-25 lbs	O
26-40 lbs	N
41-100 lbs	N

Key:

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Work is performed indoors in a professional office setting. Time may be spent on the manufacturing and warehouse floor with exposure to cold, heat, noise, and moving machines/equipment.

Equal Opportunity Employer-Disabled/Vets

Prepared by: _____

Date: _____

Approval Signature: _____

Date: _____

Approval: _____

Date: _____

Approval: _____

Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.