



## Corporate Recruiter

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for a Corporate Recruiter. This position will research, develop, and implement effective and efficient recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Develops, facilitates, and implements all phases of the professional recruitment process.
- Collaborates with leadership team to identify and draft detailed and accurate job descriptions and hiring criteria.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization, including coordinating a career fair campaign, managing the job posting and advertisement processes.
- Develops, implements, manages, administers, and coordinates the selection process, schedules interviews and assists with the interview process, attending and conducting interviews with the key stakeholders.
- Facilitates training for hiring managers and plant level recruiters.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.

### QUALIFICATIONS:

- Bachelor's degree in Human Resources or related field, or equivalent work experience, required.
- At least five years managing all phases of the recruitment and hiring process highly preferred.
- SHRM Talent Acquisition Specialty Credential a plus.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with good negotiation ability.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
- Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems.
- Proficient with Microsoft Office Suite or related software.

To learn more and join our team, please apply online at [www.citybrewery.com](http://www.citybrewery.com) under the employment tab.