



CORPORATE RECRUITER RTP COMPANY

RTP Company is growing and needs more support recruiting and building our global team! We are looking for an experienced recruiter who can create and manage recruiting solutions to attract key talent into the organization. This position will engage in the necessary sourcing and recruitment activity to place the right talent in our corporate-wide professional and managerial roles as well as be a resource/mentor to our site HR professionals in their daily recruitment needs. Candidate must be adept in current employee recruiting methods and venues, prior manufacturing a plus. Position offices in the Winona, MN location.

PeopleFirst HR solutions is recruiting for this position. If interested, to learn more, and to apply, please go to <https://www.indeed.com/job/corporate-recruiter-5bec737a7d9935e8>

JOB SUMMARY

Manages the employee recruitment and onboarding functions through strategic and hands-on activity, assessing the organization's needs, identifying solutions that fit the organizational culture, and implementing those solutions.

RESPONSIBILITIES

- Creates and manages recruiting solutions to attract key talent into all levels of employment in the organization.
- Creates and manages onboarding solutions that position new hires most effectively in the organization for improvement performance, engagement, and retention.
- Recruits managers, professionals, and technical staff to include coordinating position needs, sourcing and posting positions, interviewing, creating and making job offers, and using current venues and methodologies that attract the right talent.
- Evaluates outcomes of recruiting and onboarding activities to ensure they are meeting desired outcomes; driving continuous improvement where needed.
- Builds recruitment pipelines with colleges, attends job fairs as needed.
- Manages the job descriptions to ensure effective requirements and understanding of the company positions.
- Acts as a resource to site HR representatives for their effective local recruiting practices and efforts.
- Investigates, negotiates, and sets up third party recruiting services.
- Assists in global recruitment and onboarding as needed.
- Performs other duties as assigned.

QUALIFICATIONS

SKILLS AND ABILITIES

- Must have exceptional communication skills, writing skills, interpersonal skills, and attention to detail.
- Must be adept in problem-solving and negotiation.

- Must have a broad and solid knowledge of and ability to use current recruitment techniques, systems and other recruitment venues and sources (online job boards, social media, paper, third party vendors, etc.).
- Must have a working knowledge of MS Office.
- Must be able to positively lead and coach staff.
- Must demonstrate effective customer service to all those the position serves; internal and external customers.
- Must be able to handle confidential matters with professionalism and discretion.

EDUCATION and EXPERIENCE

- Bachelor's degree in a business field and 3+ years related experience, or a combination of education and work experience
- Experience in professional employee recruiting and job offers required
- Use of social media, job boards, applicant tracking software, and other related recruitment sources required

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to sit; use hands, arms, and fingers for typing/filing, etc.; and talk or hear when addressing customers. The employee is required to stand and walk by entering and visiting other office and production areas. The employee must be able to lift and/or move up to 10-20 pounds when managing recruitment and training activities (i.e. job fair or training materials). Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus for regular computer work, filing, compliance submittals, etc.

Approximately 10% travel required, to include overnight stays when traveling to other facilities or attending job fairs/college fairs.

DIRECT REPORTS

N/A