



<https://weiss-aug.com/job/corporate-recruiter/>

Corporate Recruiter

Description

This position will drive the recruitment process supporting Weiss-Aug's East Hanover and Fairfield, NJ locations. Recruitment support will also extend to Weiss-Aug operations located in New Kensington, PA; Elk Grove Village, IL; and Boulder, CO. Types of positions and levels include operators, admin staff, technical (engineering) and management in a manufacturing environment. Recruitment experience in the medical products or insert molding industries a plus.

The successful candidate will have experience in full-cycle recruiting, including sourcing | recruiting | onboarding.

Responsibilities

- Develop a talent pipeline to assist long-term with hiring and retention.
- Utilize multiple internet resources, including job boards and social media, keeping current with new technological trends and products.
- Network online and offline with potential candidates to promote our company, reduce our time-to-hire, and attract the best professionals.
- Collaborate with corporate HR and hiring managers to write job posts, send it through approval, and post jobs internally and externally with job boards.
- Document and maintain job descriptions.
- Source, screen, and vet qualified candidates for presentation to hiring managers.
- Coordinate and oversee screening and interview process, including administration of tests.
- Track and manage candidate database.
- When assigned, attend job and career fairs at colleges and universities.
- With the HR Director, develop offer letters.
- Initiate background check and drug screen process; conduct reference checking as required.
- Facilitate on-boarding process from offer Letter through first 90 days of employment including the organization of materials, conducting new team member orientations and verification of I-9's, and check-in meetings with new employees to assist with assimilation into company culture.
- In partnership with the corporate HR team, ensure HR recordkeeping is compliant and timely.
- Promote a professional attitude and positive work environment.

Qualifications

- Bachelor's Degree or equivalent education / experience.
- A minimum of 5 years' recruiting experience.
- Proven experience recruiting for all levels of positions in a manufacturing environment; recruitment experience in the medical products or insert molding industries a plus.
- Solid knowledge of sourcing techniques including internet and social media.
- Hands-on experience screening and interviewing candidates.
- Solid understanding of HR practices and federal and state employment laws.
- Excellent communication skills: verbal, written, presentation.
- Strong customer service skills and ability to interact with all levels in the organization.
- Ability to manage, protect, and maintain confidential information.

Hiring organization

Weiss-Aug Group

Employment Type

Full-time

Job Location

East Hanover, NJ

Date posted

April 6, 2020

- Ability to multi-task and change courses quickly without compromising accuracy.
- Strong administrative and prioritization skills; focused and attentive to detail; highly organized.
- Strong problem-solving skills.
- Ability to work independently and as part of a collaborative team.
- Committed and dependable.
- Proficient in Microsoft Outlook, Word, and Excel.

Job Type: Full Time

We provide excellent company benefits and a competitive salary. We are an equal opportunity employer.