

HR Coordinator / Recruiter - Russellville, AL

POSITION DESCRIPTION

The Recruiter is responsible for promoting a World Class Team Member experience by leading the staffing efforts & providing administrative support for the HR/TMX (Team Member Experience) initiatives.

PRIMARY RESPONSIBILITIES

- Track & report recruiting & hiring needs
- Schedule & coordinate interviews
- Conduct phone interviews
- Coordinate on-boarding scheduling & ensure timely completion
- Schedule & coordinate New Hire Orientation
- Facilitate New Hire Orientation
- Assist with creation of forms & other documentation for recruiting, orientation, training, & other HR-related topics
- Ensure new Team Members have a thorough understanding of all information provided
- Coordinate & participate in weekly/monthly New Hire feedback meetings
- Maintain Training Room & prepare for & assist with set-up of all classes
- Process employee referrals & coordinate referral bonus payouts with Payroll Coordinator
- Obtain a good understanding of employment law & adhere to regulations as it pertains to HR functions
- Assist HR/TMX Manager with Team Member Experience initiatives & projects as needed
- Participates in Job Fairs, off-site interviews
- Completes Exit Interviews and provides feedback to HR / Production Manager / Assistant Production manager
- Other duties as assigned

SKILLS, KNOWLEDGE, & ABILITIES REQUIRED

- Experience with Microsoft Office – Outlook, Excel, PowerPoint, Word
- Outstanding people skills – approachable, patient, welcoming, positive attitude
- Proven ability to communicate effectively & constructively with all levels inside & outside of the organization, both verbal & written
- Trustworthy – capable of handling & maintaining highly confidential information
- High attention to detail
- Good organization skills with the ability to coordinate multiple projects at one time
- Able to adhere to multiple tight deadlines

EDUCATION REQUIREMENTS

- High school diploma or GED required

Location

1037 HWY 44
Russelville, Alabama 35654