

## Recruiting Specialist-Greenville, Pennsylvania

**Purpose of the Job:** Under general supervision, position is a key member of the Global HR Department and a Business Partner to assist Hiring Managers with the development and execution of attracting diverse talent to the Werner Co Organization. The Recruitment Specialist will be responsible for full cycle global recruitment including, but not limited to; attracting, recruiting, interviewing and on-boarding of employees to the organization in cooperation with hiring managers.

**Key Responsibilities (Essential Job Functions):** This self-motivated individual will provide support for, but not limited to, the following areas:

- ✓ Conducts high volume, professional level recruitment searches for a variety of roles within Werner Co's global organization. Actively and proactively sources candidates through multiple channels; Internet sourcing (LinkedIn Recruiter, Monster.com, Career Builder, Indeed, The Ladders etc.) job postings, networking and cold calling, etc. Includes conducting some searches for international locations.
- ✓ Researches and drafts job performance requirements, analyzes job content, and prepares descriptions in standardized form
- ✓ Provides administrative support with tasks related to the hiring of candidates; posting job requisitions, maintaining files of applicants, pre-employment background and drug screening and new employee paperwork, etc.
- ✓ Develops and establishes effective relationships with Hiring Managers and candidates. Works closely with Managers to understand and influence future business needs and anticipates changes that may impact staffing levels. In collaboration with the Global Recruiting Manager, effectively establishes a recruitment plan
- ✓ Interviews candidates via phone, video conference or in person for all levels within the organization and some international locations.
- ✓ Maintains internal Applicant Tracking System; collects and analyzes metrics related to applicants and hiring
- ✓ Establishes and maintains contacts with all recruitment sources including: High schools, trade schools, universities, colleges, private search firms, employment agencies and professional associations.
- ✓ Attends all College recruiting events on behalf of Werner Co.
- ✓ Assists in orientation and induction of new employees. Conducts routine follow-up with new employees.
- ✓ Maintains records and is aware of fair employment practices and effective labor relations guidelines as well as all Federal and State regulations dealing with hiring and ongoing employment process
- ✓ Maintains current labor market information, conducts pay surveys, reviews current salary structure and recommends adjustments as appropriate. Coordinates new employee salary offers
- ✓ Other duties as assigned

### Experience & Education:

#### Required:

- ✓ Bachelor's degree with business emphasis and/or Human Resource Management
- ✓ 1-3 years of recruiting experience required
- ✓ Knowledge of Behavioral based interviewing

- ✓ Proficiency in using Microsoft word, excel and outlook
- ✓ Knowledge of HR practices and employment law compliance
- ✓ Ability to select and utilize the most appropriate method to source qualified candidates
- ✓ Travel may be required to other locations (approximately 20%)

**Desired:**

- ✓ HRCI or SHRM certification
- ✓ Experience with Development Dimensions International (DDI) Target Selection training
- ✓ Knowledge of second language; (Spanish, French, German)

**Computer Skills:**

- ✓ Proficiency in MS Office products to include Word, Excel, PowerPoint, Outlook and Oracle.

**Key Competencies:**

- ✓ Strong interpersonal skills
- ✓ Good communication skills - verbal and written
- ✓ Listening skills
- ✓ Ability to maintain strict confidentiality
- ✓ Able to work as part of a team and independently
- ✓ Strong analytical and project management skills
- ✓ Attention to detail and accuracy
- ✓ Adaptability and Multi-tasking ability
- ✓ Integrity
- ✓ Initiative (self-starter)