

Recruiter at Greengate Fresh, LLP in Yuma, AZ

Full Time

Pay Rate: D.O.E/D.O.Q

Job Description:

The Recruiter supports a high volume hourly workforce need at its production facility. This person has a deep understanding of the organization and its staffing needs and possess strong interpersonal and communication skills. The Recruiter will own the entire recruiting life cycle from intake meetings with hiring manager to making offers to candidates. English and Spanish is required.

KEY DUTIES & RESPONSIBILITIES:

- Collaborates with hiring managers to determine staffing needs
- Sources candidates through job postings, referrals, and direct sourcing methods (social media, networking, and cold calling, etc)
- Screens applications and resumes
- Conducts in depth candidate pre screening
- Performs in person and phone interviews with candidates
- Makes recommendations to company hiring managers
- Follow ups on the interview process status
- Communicates employer information and benefits during screening process
- Stays current on the company's org structure, HR policies, and federal and state laws regarding employment practices
- Completes timely reports on employment activity
- Serves as a liaison with local employment agencies, colleges, and industry associations

Job Requirements:

EXPERIENCE REQUIRED:

- Minimum of 1+ year of Recruiter experience and 1 year of full lifecycle recruiting experience
- Manufacturing recruiting experience is preferred

EDUCATION/LICENSES/CERTIFICATION/FORMAL TRAINING:

- Bachelor's Degree (in Human Resources or Business preferred)

ESSENTIAL ABILITIES:

- Bilingual in Spanish/English is required. Excellent written and oral communication skills. Ability to read, write and comprehend English and Spanish.

- Utmost professional demeanor, etiquette and confidentiality.
- Excellent phone etiquette
- Ability to work under pressure and meet deadlines.
- Computer literacy with ability to learn new computer software programs. (Experience with Paycom)
- Strong attention to detail, with strong organizational skills.
- Ability to multi task

PHYSICAL REQUIREMENTS:

- Prolonged sitting and terminal use.
- May be required to occasionally lift up to 30 lbs
- Hand dexterity and strength.

WORK ENVIRONMENT:

- Work performed indoors in a climate controlled environment and in a production type facility.

How to Apply:

E-mail resume to hr@greengatefresh.com

*Please include position of interest in subject line.

Or

Via website at www.greengatefresh.com