

JOB TITLE:	Staffing Specialist	SHIFT:	1
DEPARTMENT:	Human Resources	LOCATION:	Owatonna, MN
REPORTS TO:	Sr. HR Manager	FLSA STATUS:	Exempt
POSITION PURPOSE:			
This is an entry level position that will support our Human Resources and Operations staff by sourcing candidates in a talent acquisition role. Responsibilities include setting recruiting strategies, qualifying prospective candidates, and researching and executing new and innovative sourcing strategies.			
ESSENTIAL DUTIES & RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Responsible for all activities associated with entry level manufacturing candidate sourcing, including job requisitions, postings, resume sourcing, interviewing, etc. • Collaborate with hiring manager(s) to intake and understand job requirements and support recruitment and branding needs/strategy. • Recommend candidates for consideration to management • Support new hire programs/on-boarding and internal employee development initiatives where appropriate. • Maintain contact with onsite staffing agency. • Conduct meetings with staffing agencies to address concerns, remedy problems and to review job descriptions and requirements. • Coordinate pre-placement screenings. • Resolve payroll discrepancies as needed. • Create and maintain all recruitment interview, termination and hire logs. • Organize and maintain employment files. 			
KNOWLEDGE / SKILLS / ABILITIES:			
<ul style="list-style-type: none"> • Experience recruiting and interviewing candidates in a manufacturing environment. • Strong interpersonal and communication skills and the ability to work effectively with all levels of staff. • Problem solving, negotiation, and people management skills. • Communication, influence and relationship-building skills. • Knowledge of employee relations principles, practices, methods, and programs. • Knowledge and understanding of federal and state employment and labor laws, regulations, procedures, and standards. • A team-player with the ability to multi-task, remain organized and prioritize work in a dynamic and complex environment • Excellent verbal and written communication skills required 			

QUALIFICATIONS / PRIOR EXPERIENCE:
<ul style="list-style-type: none">• Bachelor's Degree in Human Resource Management, Business Management or related field.• 2+ Years of experience in high volume recruiting.• Must have full recruitment cycle experience (Researching/Sourcing/Screening/Coordination/Closing candidates)• Experience working in or with a manufacturing company.• PHR or certification preferred.

The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Interested candidates please send your resume to careers@truth.com by March 1st.