

## **Job Title: Recruiter / HR Assistant**

**Hours: Full Time (40 hours/week 1<sup>st</sup> shift days; to be discussed)**

### **Summary:**

A professional Manufacturing recruiter responsible for finding potential employees for Erdman Automation Corporation. Utilizing various databases, social media or employee referrals to attract potential candidates.

### **Responsibilities & Requirements:**

- Creatively sourcing diverse, high-caliber candidates by maximizing internet resources, cold calling, social media, referrals, and networking.
- Work with hiring managers and interview teams to ensure job requirements and expectations are clearly understood
- Develops knowledge of the marketplace to ensure competitiveness in hiring
- Drive the interview and recruiting process with the hiring manager
- Team player with a high sense of urgency and ability to adapt to a quickly changing environment
- Excellent communication and interpersonal skills with proven ability to take initiative
- Detail oriented and good organizational skills
- Proficient in Microsoft Word and Excel
- Backup for phones in the front office
- ERP Experience preferred
- Onboard new employees to ensure full integration
- Deliver, manage and track annually safety trainings
- Performs other HR related duties as assigned