



### Job Description – Human Resources Recruiter

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<b>Job Title:</b> Human Resources Recruiter	<b>Location:</b> Knox, IN
<b>Reports to:</b> Director of Human Resources	<b>Compensation:</b> Hourly
<b>Department:</b> Human Resources	<b>FLSA:</b> Non-Exempt
<b>Functional Group:</b> Human Resources	<b>Revision Date:</b> 09/20/2021

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#### Position Overview:

The Human Resources (HR) Recruiter will assist the HR Director with various functions within the Company's Human Resources Department. Should be organized and possess a high level of confidentiality. This role will require the individual to interact with many different people; therefore, they must be able to remain calm, informative, and helpful during a variety of scenarios. The HR Recruiter will report directly to the HR Director.

#### Objectives:

- To identify, recruit and screen potential candidates to fill vacant positions.
- Assist and communicate well with potential employees, colleagues, and management
- Anticipate needs by properly managing resources
- Create solutions and procedures to maximize organization and efficiency
- Monitor personal information and maintain confidentiality

#### Responsibilities:

- Embraces TCS, Inc.'s Core Values of Safety, Teamwork, Work Ethic, Service and being Genuine
- Consults with hiring manager to understand the requirements, duties, and qualifications for vacant positions across the organization.
- Assists in writing and reviewing job descriptions and postings

- Posts vacant positions using the best solution for the position, including web applications, industry and position specific resources, company website, Facebook and LinkedIn sites.
- Organizes and attends job fairs, campus events, and other networking opportunities
- Selects and screens qualified candidates, and then connects viable candidates with hiring managers
- Follows up with hiring managers after the interview process to determine whether a placement can be made; collects feedback when placement is unsuccessful
- Checks candidates background, motor vehicle report, references and credentials
- Directs candidates regarding the drug screening and pre-hire physical process
- Counsels candidates throughout the interview and hiring process
- Arranges meeting times, locations, travel, and/or accommodations for candidates and new employees as needed
- Assists with employee onboarding
- Collects, maintains, and organizes a variety of HR data, particularly involving recruitment
- Assists in administering HR policies and procedures
- Helps with the maintenance of employee and general HR files
- Maintains compliance with federal, state, and local employment laws and regulations
- Coordinates and/or supports company initiatives and events
- Performs other related duties as assigned

**Requirements:**

- High School Diploma required; Bachelor's degree preferred
- Minimum of two to three years Human Resources experience, particularly in recruiting
- Proven knowledge in Human Resources statutes, policies, and procedures

**Qualifications:**

- Ability to act with integrity, professionalism, and confidentiality
- Desire and proven ability to work independently and in a team environment with excellent communication and social skills
- Strong organizational skills with a high level of attention to detail
- Proficient in Microsoft Office, including Excel, Word and Outlook
- Outside the box thinking when it comes to recruiting in a tight labor market

