



**Job Description
Recruiter
September 2018**

Summary/Objective

Responsible for full recruiting cycle including: the placement of posting, recruiting and screening using multiple approved sources both internal and external. This position will need to partner with management to assess and actively recruit for the talent acquisition needs while also developing and maintaining relationships with potential candidates and talent acquisition sources. This position is also responsible for administrative hiring duties. The ideal candidate will be organized, experienced in recruitment for all levels of positions, and able to work independently and efficiently.

Job Content/Essential Functions

- Partners with hiring manager and local HR to determine staffing needs.
- Screens resumes, interviews candidates via phone and in person if applicable, administers appropriate assessments, makes recommendations to hire/or not to hire.
- Serves as an expert for recruiting candidates within assigned territories consisting of OCI Beaumont, IFCO, N7, OMM, and other territories as applicable/assigned.
- Uses traditional and nontraditional resources such as career fairs, online job fairs, community network events, working with approved staffing agencies, etc., to identify and attract quality candidates.
- Follows up with candidates and hiring managers to obtain feedback regarding recruiting process.
- Develops and maintains an excellent relationship with internal and external clients to ensure achievement of staff goals.
- Communicates important employment information during communication with candidates (ie: benefits, compensation, other company details).
- Works with hiring managers to ensure compliance with all federal and state laws and regulations, including affirmative action plan compliance.
- Manages application/resume file and retention according to company policy.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Performs other incidental and related duties as required and assigned.

Successful Candidate will have:

- Superior verbal/written skills
- Ability to maintain a high level of confidentiality
- Excellent interpersonal relationship building
- Organized and efficient in daily tasks
- Focus on quality and accuracy and possess a high degree of initiative
- Understanding and knowledge of HR processes, procedures, employment laws and best practices

- Excellent interpersonal relationship building
- Excellent computer skills and skills in database management and record keeping
- Organized and efficient in daily tasks
- Good punctuation, spelling, grammar and attention to detail a must
- Strong interpersonal skills essential
- Experience in a manufacturing plant preferred with experience in a fertilizer manufacturing plant a plus

Competencies

1. Communication
2. Consultation
3. Ethical Practice
4. Global & Cultural Awareness
5. Business Acumen
6. Relationship Management

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Work Environment

This position is located in a Manufacturing Plant environment. This role routinely uses standard office equipment such as laptop computers, smartphones, photocopiers, filing cabinets and scanners.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

Required Education and Experience

Bachelor's degree preferred, and at least two years of recruiting experience, preferably in a manufacturing environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Travel

This position requires up to 15% of travel.

Employment is contingent upon the successful completion of a background check, pre-employment physical and drug screen.

OCI Beaumont is an equal opportunity employer that recruits, hires, trains, and promotes regardless of race, color, veteran status, age, disability, sex, national origin or religion. We value diversity in our workforce and in the communities we serve.

Disclaimer

This is not necessarily an exhaustive list of all responsibilities, skill, tasks, requirements, efforts, or working conditions associate with the job. While this is intended to be an accurate reflection of the current job, IFCo reserves the right to revise or change job duties and responsibilities as business needs arise. In compliance of EEOC regulations, if the employee cannot perform the essential functions of this position in a satisfactory manner, further accommodations shall be made if it does not constitute

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