

**KONDEX CORPORATION
POSITION DESCRIPTION**

POSITION TITLE: Human Resources Representative/Recruiter
DATE: June 12, 2022
REPORTS TO: Talent Acquisition Leader

POSITION PURPOSE/MISSION:

The position's primary focus is coordinating employment and onboarding activities for skilled, semi-skilled, and professional positions while developing and maintaining a pipeline of candidates through creative relationships with targeted schools. In addition, the position supports various assigned HR generalist activities in areas such as associate relations.

ESSENTIAL DUTIES and RESPONSIBILITIES:

WORKFORCE PLANNING AND EMPLOYMENT

1. Coordinate recruiting activities for plant and office positions. May include writing position descriptions, placing advertisements, scheduling interviews, conducting interviews, soliciting and consolidating feedback, preparing and placing offers, preparing announcements, assist with preparing onboarding plans and monitoring integration into the organization.
2. Schedule and conduct new associate orientations.
3. Locate, engage, and manage relationships with high performing agencies for contract associates.
4. Arrange candidate assessments.
5. Build and coordinate relationships with area primary, secondary, and post-secondary schools including career days, job shadows, youth apprenticeships, experiential programs, mentoring programs, facility tours, internships, and Co-ops. This will involve relationships with teachers, administrators, counselors, associations of commerce staff, area employers, and post-secondary school representatives.
6. Develop and administer internship and Co-op programs.
7. Ensure the company website is updated with current, attractive content for recruiting purposes.

ASSOCIATE RELATIONS

8. Contribute to the enhancement of the Kondex culture, values and beliefs while creating a cohesive and professional work environment.
9. Take the necessary actions to create an atmosphere conducive to making Kondex Corporation an employer of choice.
10. Act as a confidant to all Kondex associates.
11. Ensure compliance with Kondex policies.

HR ADMINISTRATION

12. Develop, publish, and monitor metrics to evaluate effectiveness of recruiting activities.
13. Research, develop, and document HR related recruiting policies and procedures.

COMMUNITY RELATIONS

14. Participate in various community related activities to promote company image.

POSITION CHALLENGES:

- Filling positions on a timely basis with highly qualified candidates.
- Meeting recruiting objectives while managing costs to budget.
- Maintain and safeguard the confidentiality of all personnel transactions, information, and records.
- Finding highly effective external resources to support HR initiatives.

SUPERVISION EXERCISED: None

ORGANIZATIONAL RELATIONSHIPS:

- Primary internal customers: Human Resources team, Associates, Marketing
- Primary external customers: Candidates, educators, employment agencies

QUALIFICATION REQUIREMENTS:

Minimum Qualifications:

- Bachelor's degree in Human Resources or related business discipline.
- Five years of human resource generalist experience with a recruiting emphasis.
- Excellent interviewing skills.
- Excellent knowledge of Microsoft Office applications.

Preferred Qualifications:

- Prior experience working in a manufacturing environment.
- Current in talent attraction trends and best practices.
- Experience onboarding and orienting new associates.
- Experience with associate relations, programs, and engagement.
- Exposure to candidate and associate assessment tools.
- Creative, out of the box thinker.
- Experience with community relations.
- Bilingual Spanish or Hmong.

Highly Desirable Behavioral Competencies:

1. Active Communication & Writing Skills - communicates effectively both verbally and in writing. Offers full attention when others speak. Writes clearly and concisely.
2. Composure - maintains emotional control, even under ambiguous or stressful circumstances, while continuing to perform steadily and effectively.
3. Creativity – generates original ideas, encourages new ways of thinking, explores options, and develops innovative solutions. Challenges pre-existing conceptions and offers alternatives. Finds new ways to look at old problems.
4. Customer Orientation – stays close to internal customers. Anticipates and meets customer needs.
5. Discernment & Problem Solving – identifies and solves problems, acts decisively, and shows good judgment.
6. Energy – has the stamina and endurance to maintain a fast pace and continue to produce.
7. High Standards – establishes and models standards that guarantee exceptional quality and necessary attention to detail. Continually seeks to improve processes.
8. Initiative – proactive and takes action without being prompted.
9. Learning Agility – continuously seeks new knowledge, learns quickly and uses new information effectively. Flexible to change and learns from failure. Capable of assuming more responsible roles within the Human Resource function.
10. Organization & Planning – manages time wisely and effectively prioritizes multiple competing tasks. Conveys a sense of urgency to make things happen.
11. Positive Impact – skilled at persuading, motivating, and energizing others at all levels. Passionate, personable, self-confident, and likeable. Able to flex style. Establish and maintain productive relationships and networks.
12. Self-Awareness & Self-Objectivity – the ability to read one's emotions and recognize their impact on others while using gut feelings or “street smarts” to guide decisions. Knows personal strengths and limitations and works toward improving weaknesses. Solicits and uses feedback for self-improvement.
13. Sensitivity – values and respects concerns and feelings of others. Communicates empathy toward others, respect for the individual, and appreciation of diversity among team members.
14. Team Player – responds to requests from other parts of the organization and supports larger legitimate organizational agendas.

CULTURE:

- Follows Kondex Values & Beliefs

TRAVEL:

- Periodic

SAFETY AND WORKPLACE ORGANIZATION:

- Adhere to Kondex safety and housekeeping standards.