



POSITION DESCRIPTION	
Position: Recruitment and Retention Specialist	
Dept: Human Resources	Access to Confidential Information: Yes
Location: Glencoe	Directly Reports to: HRD Manager
Shift: Days	Indirectly Reports to: Director of HRD
Hourly or Salary: Hourly	Updated by: Becky Graf
Job Code: MILHR280	Date last reviewed:
FLSA Status:	FLSA Exemption:

Summary: The Recruitment & Retention Specialist is responsible for leading recruitment and onboarding functions for direct hire and temporary positions, acting as a first point of contact for employee relations issues, and administration of the termination process. This position is responsible for reporting, recordkeeping, and providing backup support for front desk responsibilities. The Recruitment & Retention Specialist will perform a wide variety of functions as a member of the HRD Team and those duties will include sensitive, confidential matters and will require the appropriate handling of same.

Resp. #	% of time	Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.
1	30%	<u>New Hires & Onboarding</u> Administers pre-employment drug screenings and background checks to identify candidates who may be prone to unacceptable workplace behavior and help ensure sound hiring decisions are being made. Prepares for and conducts new hire onboarding to ensure a successful start for new employees. Completes USCIS Form I-9 with all new hires to verify identity and employment authorization. Sets up employees in HRIS and other necessary systems and provides badge access and locker assignments.
2	10%	<u>Employee Relations</u> Act as first point of contact for any employee relations questions or concerns to ensure employees have a consistent, available resource for answers and issue resolution. Respond to employee relations issues and elevate issues to the HRD Manager or Corporate Director of HRD when necessary to ensure complaints or issues are resolved appropriately. Assist employees and managers with comprehension of company policies.
3	10%	<u>Reporting & Recordkeeping</u> Maintain records to ensure compliance with federal and state laws and to allow for easy retrieval of documents. This includes processing employment verifications as needed. Run a monthly audit for temporary employees to ensure all processes are completed.
4	30%	<u>Recruitment, Staffing & Temps</u> Leads recruitment efforts to fill direct labor, professional and technical positions. Partners with supervisors to develop and maintain clear and accurate position descriptions. Creates and posts job openings to engage appropriate applicant pool. Reviews applications, conducts phone screens and/or interviews to match experience with specific job-related requirements. Conduct reference checks as applicable. Prepares and presents offer letters to obtain quality candidates. Responsible for temporary employees staffing to ensure optimal staffing levels. Attend job fairs as needed to assist in recruitment of potential employees.
5	15%	<u>Terminations</u> Process terminations for both direct hire and temporary employees to ensure all necessary steps are completed in a timely manner. Schedule exit interviews for professional and technical voluntary terminations. Process and respond to any unemployment requests on behalf of Miller Manufacturing to ensure accurate information is provided in a timely manner.
6	5%	<u>Back-Up</u> Provide backup support for front desk responsibilities.

Company Wide Expectations:		
1	100%	Remain Drug and Alcohol free while on Frandsen Corporation premises and within the scope of duty.
		Understand and comply with all Frandsen Corporation policies and procedures.
		Support the Mission, Goal and Core Values
		Observe safety and security policies and procedures and use equipment and materials accordingly.
		Duties may be added, deleted or modified at any time, at the discretion of management, via written, verbal, formal, or informal means.

Competency Expectations of All Employees: The following are basic skills expected of all employees to be able to perform a job within the company at a satisfactory level.

1	Problem solving —identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains necessary communication
2	Interpersonal skills —maintain open communication with fellow employees, supervision, and management, remains open to others' ideas and exhibits willingness to try new things
3	Planning/organizing —prioritize and plans work activities and uses time efficiently
4	Quality control —demonstrates accuracy and thoroughness and monitors own work to ensure quality
5	Adaptability —adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
6	Dependability —consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
7	Professionalism —maintains professional appearance and attitude at all times
8	Confidentiality – holds confidential information received from the company in strict confidence and exercises a reasonable degree of care to prevent disclosure to others.

Knowledge, Skills and Abilities (KSA's): The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of the job.

Knowledge, Education, Experience and/or Certifications:

- Requires a high school diploma or general education degree (GED), a Bachelor's Degree in Human Resources or a related field is preferred.
- Requires three to five years of related experience or training, or the equivalent combination of education and experience.
- Microsoft office proficiency.
- On-the-job training may be required.

Skills & Abilities:

- This position requires the ability to enter/confirm data quickly and accurately.
- Communicate effectively with co-workers and management.
- Write reports, business correspondence, and procedure manuals.
- Present information to and respond to questions from groups of managers, clients, customers, and the general public.
- Apply common sense understanding to carry out detailed, but non-engaging, written and oral instructions.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Apply good judgment in recognizing scope of authority.
- A qualified candidate must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals.
- Apply abstract concepts such as fractions, percentages, ratios, and proportions to practical situations. A qualified candidate must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals.
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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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting Requirements

Weight in pounds	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples	Height
1-10				X			
11-20			X				
21-35		X					
35-50		X					
51-75	X						
76-100	X						
100+	X						

Movement Requirements

	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples
Standing			X			
Walking			X			
Sitting				X		
Talking or hearing					X	
Touch/Feeling						
Climb/Balance		X				
Kneeling/Crouch/Squat		X				
Reaching upward or outward				X		
Bending the neck side-to-side or front-to-back					X	
Typing					X	
Pinching/finger manipulation					X	
Grasping/Turning the wrist				X		
Taste/Smell	X					

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Slight exposure to confined spaces, moving objects, and mechanical parts
- Slight exposure to airborne chemicals and fumes
- Slight exposure to sharp objects such as trimming shears
- Slight exposure to slippery surfaces
- Slight exposure to toxic or caustic chemicals
- Moderate Noise (Examples: office with printers, phones, and light traffic)