

Talent Attraction & Onboarding Specialist – Innovative Foods, Millville
Department: Administration
Reports to: Human Resources Manager

Payrate: \$24-\$28 BOE
Shift: 1st- Flexible

Job Summary:

The Talent Attraction Specialist is the liaison to talent at Innovation Foods. They will focus on facilitating talent acquisition processes at all business locations and levels of the organization. This role will research, develop, and implement recruiting and staffing strategies to attract qualified talent for the organization. This role also works with social media and other media outlets to engage talent through the onboarding process.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Develops, facilitates, and implements all phases of the recruitment process.
 - Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
 - Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
 - Assists with job posting and advertisement processes.
 - Screens applications and selects qualified candidates.
 - Maintains ATS system and applicable internal tracking systems
 - Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
 - Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders as needed.
 - Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
 - Attends and participates in college job fairs and recruiting sessions as needed.
 - Performs other duties as assigned
-
- Processes required documents to ensure accurate record-keeping and retention.
 - Communicates the organizations value proposition and energizes talent
 - Supports branding and external communication strategies
 - Performs other duties as assigned

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.

- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices, and procedures.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.
- Flexibility to work overtime and additional shifts based on business needs.

Education and Experience:

- Associate degree in human resources or related field, SHRM or HRCI certification and/or equivalent experience
- At least two years' related experience in high-volume or fast paced recruiting required.

Physical Requirements:

- Required to regularly lift up to 30 lbs.
- Standing, sitting, walking for long periods of time

Innovation Foods is an Equal Opportunity Employer - Underrepresented Ethnic Minority Groups/Women/Veterans/Individuals with Disabilities/Sexual Orientation/Gender Identity and other protected classes. In order to ensure reasonable accommodation for protected individuals, applicants that require accommodation in the job application process may contact JoinUs@innovation-foods.com for assistance.

Apply:

<https://www.indeed.com/jobs?q=human+resources&l=vineland+new+jersey&from=searchOnDesktopSerp&vjk=be81311b1ab479ac>