



<https://ivitsolutions.com/job/field-recruiter/>

Field Recruiter

Description

The Field Recruiter is responsible for delivering all facets of recruiting success throughout the organization. This will be achieved through the development of recruiting plans, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. The Field Recruiter will play a critical role in ensuring we are hiring the best possible field talent.

Responsibilities

Meets with Field Supervisors and Human Resources Manager to discuss needs.
Builds applicant sources by researching, conducting job fairs, and field sites providing organization information and opportunities.
Determines applicant requirements by studying job descriptions and job qualifications.
Attracts applicants by placing job advertisements and visiting field sit locations.
Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
Arranges management interviews by coordinating schedules.
Onsite Field Recruitment
Schedule and assist in conducting new employee orientations for field employees.
Will help implement recruiting strategies to meet current or anticipated staffing needs.
Responsible for delivering Human Resource and Payroll Document to field employees.

Qualifications

- Bachelor's degree preferred
- 2+ Years & Experience recruiting in a construction/Agriculture industry.
- Bilingual in English and Spanish required.
- Microsoft Excel, Word, and Outlook proficiency.
- Excellent Customer Service Skills.
- Valid TX Driver license
- Knowledge of the construction industry is preferred.

Hiring organization

IV IT Solutions

Employment Type

Full-time

Job Location

Texas, Houston, united states

Date posted

February 15, 2023